



Fieldwork Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Fieldwork Policy](#)

2. IMPLEMENTATION PRINCIPLES

Nil

3. PROCEDURES DETAILS

3.1. Isolated, Regional, Remote and International Fieldwork Students undertaking approved fieldwork activities in isolated, regional remote or international locations will complete the appropriate orientation or preparation addressing specific requirements of the location and travel.

3.2. Legislative and Professional Requirements

All students and staff undertaking fieldwork activities will be required to comply with relevant legislative requirements. Such requirements may relate but are not limited to, occupational safety and health, criminal record screening, working with children checks, equal opportunity and anti-discrimination provisions, health and immunization screening checks, disability provisions, and privacy.

To satisfy professional requirements, some students may be required to complete a specified period of time in approved work experience associated with the specific industry during the period that the student is undertaking studies (e.g. during vacation or in employment as a part-time student).

3.3. Agreements and Contracts

Where there is a fieldwork partner involved in a fieldwork activity an agreement or contract will be entered into between the University and the fieldwork partner.

A copy of the Agreement is retained by both the Fieldwork Partner and relevant teaching area. In addition, the fully executed original of the Fieldwork Agreement must be registered in the Contracts & Agreements Register and arrangements made with Records & Information Management (RIM) for collection/delivery of the original for secure storage, in line with the Contracts and Agreements Registration Procedures.

3.4. Code of Conduct

3.4.1. Students and staff are responsible for ensuring that conduct during fieldwork meets with the specified professional ethics, standards and/or Code of Conduct for the fieldwork activity and complies with Curtin's Values, the Student Charter and Curtin's Code of Conduct at all times.

3.4.2. Each Curtin academic or service area will advise students and staff of the relevant professional standards or codes of conduct that outline acceptable levels of professional and personal behaviour during the fieldwork activity. Students and staff will also be required to meet the professional standards of the fieldwork partner or fieldwork activity site.

3.4.3. When undertaking fieldwork for the purposes of research, students and staff must adhere to the [Responsible Conduct of Research Policy](#). Ethics approval must be granted prior to collecting data.

3.5. Student Preparation and Fieldwork Inclusion

3.5.1. Preparation for Fieldwork will be conducted for each fieldwork activity to ensure that all participants are informed about that activity. Information will include but is not limited to specific information about the activity; learning outcomes and assessment requirements; information about hazards and possible risks and how to avoid or minimise the risks; organisational or logistical matters; insurance cover; and fieldwork emergency procedures.

3.5.2. If a workplace orientation is required for the Fieldwork placement site, students will complete this preparation in addition to Curtin's fieldwork preparation.

- 3.5.3. In order to participate in fieldwork activities each student will meet the following criteria:
- 3.5.3.1. be enrolled in the relevant fieldwork units or admitted to a Curtin award course;
 - 3.5.3.2. have passed all pre-requisite or co-requisite unit and/or requirements;
 - 3.5.3.3. have completed all critical components of any required screening and health checks; (check conscientious objection)
 - 3.5.3.4. be free from communicable disease and be mentally, medically and physically capable of meeting the inherent requirements of the tasks required for the Fieldwork activity unless reasonable adjustments have been sought, approved and provided;
 - 3.5.3.5. demonstrate an appropriate level of professionalism before, during and after the fieldwork activity;
 - 3.5.3.6. completed the mandatory fieldwork orientation or preparation sessions as required by the academic area and fieldwork partner prior to commencement of the fieldwork activity;
 - 3.5.3.7. be available to undertake any required mandatory fieldwork hours.
- 3.5.4. A student's history, background and/or conduct, either prior to commencing or during the placement may lead to them being excluded from a placement.

3.6. Fieldwork Exclusion

- 3.6.1. On advice from the relevant Unit Coordinator, Course Coordinator or Fieldwork Coordinator, a student may be withdrawn or deferred from a fieldwork activity by the Head of Area if the student:
- 3.6.1.1. has not satisfactorily completed units which constitute prerequisites for such an activity and cannot demonstrate the appropriate pre-requisite knowledge, skills or behaviour; or
 - 3.6.1.2. has committed an act of misconduct as defined under Statute 10 – Student Discipline; or
 - 3.6.1.3. has behaved in such a way as to have breached the professional conduct expectations of the fieldwork partner or is in breach of a relevant Code of Conduct during the fieldwork activity; or
 - 3.6.1.4. is consistently unable, after due instruction and guidance, to perform the skills required at an appropriate standard attainable through supervision by University staff or on-site supervisory staff;
 - 3.6.1.5. does not have the appropriate screening checks or certificates or refuses to undertake the required screening checks; or
 - 3.6.1.6. is reasonably considered, , to be in a state of health, whether mental or physical, which makes the student unfit to undertake the placement; or
 - 3.6.1.7. cannot demonstrate the specified fitness requirements to undertake the required fieldwork activity with appropriate agreed reasonable adjustments; or
 - 3.6.1.8. does not complete required fieldwork orientation or preparation activities; or
 - 3.6.1.9. is considered by the School to have breached guidelines for placement or is performing significantly below a pass standard and is disrupting the progress of students in the class or the operations of the fieldwork partner.

Note: These provisions will not be used as a substitute for normal assessment and performance feedback arrangements (for example, to bring a placement to an early end), and will be limited to those situations where an immediate exclusion is considered necessary and the normal processes do not provide a means of resolving the matter in the timeframe required.

- 3.6.2. A student who has a pre-existing medical condition which affects the student's functioning for the tasks required during the fieldwork activity may be excluded from that activity if there is a risk to the health and safety of the student or others despite the implementation of reasonable adjustments where appropriate.
- 3.6.3. Initial Exclusion for Up to 24 hours - The initial determination to exclude a student may be made by the Curtin Fieldwork Coordinator for an immediate exclusion for a period of up to 24 hours. The Curtin Fieldwork Coordinator will provide the details and reason for the decision to exclude the student to the Head of Area.
- 3.6.4. Further Exclusion for Up to two weeks - If required the Head of Area may immediately exclude the student from attending the fieldwork activity for a further continuous period not exceeding two weeks. This decision will not be made without first giving the student an opportunity to state why the exclusion will not be put into effect. The Head of Area will provide the details and reasons for the decision to exclude the student to the Pro Vice-Chancellor.
- 3.6.5. The Head of Area upon advice from the Fieldwork Coordinator has the discretion to increase the period of exclusion where there is sufficient evidence to warrant this.
- 3.6.6. Right of Appeal - A student who is excluded from a fieldwork activity by the Head of Area may appeal to the relevant Pro Vice-Chancellor (or nominee) and will be lodged in writing within five working days of being advised of the exclusion.
- 3.6.7. If a student is excluded from a fieldwork activity and then subsequently reported for suspected misconduct under Statute 10 and Associated Rules, the relevant Student Discipline Rules immediately apply and any further exclusion and investigation will be undertaken according to these provisions.

3.7. Unsatisfactory Performance

- 3.7.1. Unsatisfactory performance in a fieldwork activity may include one or more of the following:
 - i) failure to meet the assessment requirements as detailed in the relevant unit or course
 - ii) failure to adhere to the professional standards and workplace requirements of the fieldwork partner;
 - iii) incomplete or late completion of fieldwork activity documentation (eg journals, case notes etc) unless an extension has been granted by the Fieldwork/Unit Coordinator;
 - iv) failure to report critical incidents or issues of concern with the Fieldwork Supervisor or Fieldwork/Unit Coordinator.
- 3.7.2. Unsatisfactory performance on a fieldwork activity may result in:
 - i) a final fail grade in a unit, or
 - ii) a fail grade for the fieldwork component of a unit.
- 3.7.3. A breach of professional behaviour during a fieldwork activity may constitute academic misconduct and may be subject to the University's disciplinary procedures.

3.8. Confidentiality, Privacy and Disclosure

- 3.8.1. Students will be required to sign a statement of confidentiality to meet the requirements of the University and/or the fieldwork partner, where relevant.
- 3.8.2. Curtin voluntarily commits to meet the standards set by the Australian Privacy Principles of the Privacy Act 1988 (Commonwealth). Personal information disclosed by a student will not normally be communicated to other Curtin staff or fieldwork partner without the student's consent. There may be some exceptions if disclosure is required by law or is deemed necessary in the interest of public safety or the student's own safety.
- 3.8.3. The outcome of a student's previous fieldwork activity assessment may be disclosed to a subsequent fieldwork partner for the purpose of informing and guiding the future development of the student.

- 3.8.4. Students will be encouraged to disclose to the University any disability, medical or other condition that may affect their capacity to successfully carry out fieldwork activities. This disclosure will be made at the time the fieldwork activity is being planned, or subsequently when the fieldwork activity is in progress if the student finds that his/her capacity is affected.
- 3.8.5. Students will disclose to the University Disability Service or the relevant Curtin Fieldwork Coordinator any disability, medical or other condition if they are seeking a 'reasonable adjustment' in a fieldwork activity. Students will also provide appropriate supporting documentation regarding the reasonable adjustment during the planning process for the fieldwork activity prior to fieldwork activities commencing or, if fieldwork has commenced, as soon as the situation arises.
- 3.8.6. Disclosure to the University of pre-existing medical or other conditions that may impact on a student's participation in fieldwork activities will be required for insurance coverage purposes.

3.9. Students with a Disability or Medical Condition

- 3.9.1. It is the University's responsibility to inform fieldwork partners about its Disability Access and Inclusion Plan and to inform them about the Disability Services Commission's reporting requirements.
- 3.9.2. It is the University's responsibility to make 'reasonable adjustments' for students with a disability or medical condition to undertake fieldwork activities. This includes ensuring that appropriate adjustments are arranged by fieldwork partners. Confidential disclosure of a disability or medical condition to the University is required to action this (see Confidentiality, Privacy and Disclosure section).
- 3.9.3. Where a disability or medical condition prevents a student from participating in fieldwork activities, the University will endeavour to provide alternative experiences that will allow for the learning outcomes of the unit or course to be met. If the inherent requirements of fieldwork activities cannot be met, students may not meet the accreditation or registration standards for practice in that discipline.

3.10. Fieldwork Guidelines and Procedures

Each academic area is responsible for

- Undertaking a fieldwork Risk Assessment to ensure the safety of students and staff while participating in fieldwork; and
- Negotiating a legal agreement with the fieldwork partner where required to clarify roles and responsibilities; and
- Preparing, maintaining and providing clear guidelines to students, staff and fieldwork partners; and
- Providing appropriate support, and intervention if necessary, to students and supervisors while undertaking the fieldwork activity.

3.11. Screening Checks and Certificates

- 3.11.1. Students and staff may be required to provide screening checks and/or certificates with a result consistent with the fieldwork activity requirements and in order to meet legislative requirements prior to commencing fieldwork activities.
- 3.11.2. Students and staff are required to follow relevant medical advice concerning the avoidance of health risk and provide evidence of any required level of immunisation.

3.12. Insurance

Students and staff are covered by the University's insurance policies for approved fieldwork activities when the requirements outlined in this fieldwork policy are complied with. Information on insurance provisions shall be provided to all parties prior to commencing the fieldwork activity.

3.13. Notifiable Incidents

Any incident that arises during a fieldwork activity which may cause an immediate and significant risk to a person (not necessarily an injury) will be reported to both the fieldwork partner and to the academic area representative responsible for the activity. Guidelines for

the management of such instances will be provided to students, staff and the fieldwork partner prior to the undertaking of a fieldwork activity.

4. RESPONSIBILITIES

4.1. Head of Area

The Head of the Academic Area with overall responsibility for quality and compliance of fieldwork programs.

4.2. Curtin Fieldwork Coordinator/Director

A University staff member responsible for management and coordination of the academic area's fieldwork program

4.3. Curtin Fieldwork Supervisor

Academic area staff member responsible for supervision and assessment of a fieldwork activity, placement and/or student.

5. SCOPE OF PROCEDURES

All students and staff of the University undertaking fieldwork activities associated with a Curtin course or research activity, whether in Australia or at an overseas location.

Where an activity such as an excursion, visit or accessing a site is considered fieldwork but does not engage a fieldwork partner some provisions of this policy may not apply.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Academic Area

Is any teaching, research or service area at Curtin eg. Faculty, School, Department or Centre.

Award Course

Is a structured combination of units approved by the University Academic Board which when completed qualifies the student for an award from Curtin.

Fieldwork

Any approved practical work, teaching, study or research activity, usually conducted outside the normal place of University business. Fieldwork may be an integral part of a course (curricular) or a co-curricular activity organised by the university. Fieldwork includes but is not limited to clinical or practical work placements or activities; participation in laboratories; plant visits; industrial premises or site visits; practicums; study tours; field trips; work experience; service industry placements; isolated and remote fieldwork camps and/or excursions and international field trips/placements. Fieldwork does not include activities that have not been approved through the University, such as voluntary and leisure activities, paid employment or unpaid work experience, and site visits that are not part of an award course.

Fieldwork Preparation

Is preparation for fieldwork to provide participants with essential information on procedures, expectations and requirements to undertake fieldwork activities.

International Fieldwork Activity

Is an integral part of a course, required by the University, and includes any approved practical work, teaching, study or research activity conducted outside Australia.

Isolated, Regional or Remote Locations

Locations as so defined by the Australian Standard Geographical Classification Remoteness Areas and shown at: <http://doctorconnect.gov.au/internet/otd/publishing.nsf/Content/locator>

Reasonable Adjustment

Is an action taken that assists a student with a disability to undertake their studies and achieve the learning outcomes on the same basis as students without disabilities. An adjustment is reasonable in relation to a student with a disability if it balances the interests of all parties affected. In assessing whether an adjustment to the course is reasonable, Curtin is entitled to maintain the academic requirements of the course, and other requirements or components that are essential.

Student

Is a person who is enrolled in, a unit, course or program of study approved by Curtin, and which leads to, or is capable of leading to, an academic award of the University.

Work Integrated Learning (WIL)

Is an umbrella term used for a range of approaches and strategies that integrate theory with the practice of work within a purposefully designed curriculum. Refer to the [WIL Guidelines](#).

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Assessment and Student Progression Manual](#)

[Conscientious Objection Policy](#)

[Contracts and Agreements Register](#)

[Course Approval and Quality Manual](#)

[Curtin Values](#)

[Disability Access and Inclusion Plan 2012 - 2017](#)

[Fieldwork Forms](#)

[Fieldwork Manual](#)

[Fieldwork Preparation Online](#)

[Incident Reporting](#)

[Records and Information Management](#)

[Statute 10 Student Discipline](#)

[Student Personal Accident Insurance Application Form](#)

[Students with a Disability Policy](#)

[The Privacy Act 1988](#)

[Work Integrated Learning Guidelines](#)

Policy Compliance Officer	Julianne Reid , Associate Deputy Vice-Chancellor, Learning and Teaching
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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	Approved	15/03/2016	Chair, University Teaching and Learning Committee (UTLC)	EM1607	(AB 21/16, 26//2/2016, Attachment B to Item 15.2, was previously policy and procedures)
	Administratively Updated	20/05/2016	Director, Legal and Compliance Services		Removal of Guiding Ethical Principles to Curtin Values
	Administratively Updated	18/01/2017	Director, Legal and Compliance Services		Revision history box reflected to show previous versions available