



THE UNIVERSITY OF
MELBOURNE

Faculty of
Medicine,
Dentistry and
Health Sciences

A Practical Guide for Placement Providers Hosting Students

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What is a Placement?

A placement is a supervised learning experience where students apply academic knowledge in a real-world setting. It helps build professional skills and may be required for accreditation. These experiences are designed to enhance students' employability, professional competencies, and understanding of industry practices. Placements are often a mandatory component for professional accreditation and are subject to legal, ethical, and safety standards to ensure a secure and productive experience for all parties involved. Placements are offered in Medicine, Dentistry and Health Sciences.

Benefits to Placement Providers

CONNECT

Connect with motivated, high-achieving students who bring fresh perspectives and up-to-date academic knowledge

MENTOR

Contribute to the professional development of future industry leaders by offering mentorship, guidance and support.

ENHANCE REPUTATION

Strengthen your organisation's profile through collaboration with a leading university and active community involvement.

SHAPE EDUCATION

Provide feedback that can shape academic programs to better align with industry needs.

RECRUITMENT PIPELINE

Identify and evaluate potential future employees in a low-risk setting.

Benefits to Students

Students gain significant value from placements, including:

- Building practical, transferable skills such as communication, teamwork, and problem-solving
- Understanding professional expectations, workplace dynamics, and organisational culture
- Translating academic theory into practice, reinforcing learning outcomes
- Exploring potential career paths and gain clarity on professional interests
- Completing assessments that reflect and evaluate their placement experience

Legal and Safety Considerations

- Insurance: UoM covers students on unpaid placements including public liability, professional indemnity, accident and medical malpractice insurance.
- Pre-compliance checks: UoM will ensure students have the required immunisation and non-immunisation checks.
- Intellectual Property: Students retain ownership unless otherwise agreed in writing
- Workplace Safety: Providers must ensure compliance with Work Health and Safety (WHS) regulations
- Incident Management: All incidents must be reported promptly to UoM
- Accessibility: Reasonable adjustments must be made to accommodate students with disabilities
- Confidentiality: Students must keep all information obtained during the placement confidential and not disclose it without permission or unless required by law



Placement Process

	Before Placement	During Placement	After Placement
Placement Provider	<p>Confirm readiness</p> <ul style="list-style-type: none"> Execute the Student Placement Agreement Identify a suitable placement and supervisor Confirm student compliance requirements Prepare induction materials, workspace and equipment 	<p>Orient, supervise & communicate</p> <ul style="list-style-type: none"> Orientation & safety: Provide safety induction, PPE, emergency procedures, introductions Supervision & learning: Assign trained supervisor, provide meaningful tasks, foster a positive learning environment Communication & incident: Meet regularly for feedback, notify UoM of incidents or near misses within 48 hours, raise concerns promptly 	<p>Close & evaluate</p> <ul style="list-style-type: none"> Complete student performance evaluation Provide feedback to UoM on placement outcomes Return or confirm receipt of university materials
University	<p>Prepare & agree</p> <ul style="list-style-type: none"> Establish placement arrangements (provider contact details, dates, agreement) Prepare students (skills, expectations, learning objectives) Ensuring pre-placement compliance requirements are met Support inclusive practice (reasonable adjustments, cultural awareness) 	<p>Support & monitor</p> <ul style="list-style-type: none"> Maintain regular contact with students and providers Monitor student progress and wellbeing Provide insurance coverage Support issue resolution as need 	<p>Evaluate & improve</p> <ul style="list-style-type: none"> Review assessments and provider feedback Check in on student wellbeing and safety Document outcomes for program improvement
Student		<p>Professional conduct</p> <ul style="list-style-type: none"> Attend the workplace as agreed Notify the provider promptly if unable to attend Complete placement tasks professionally Uphold conduct, confidentiality and ethical standards Report placement incidents to their clinical educator or subject coordinator (or other appropriate channel) 	<p>Reflect & finalise</p> <ul style="list-style-type: none"> Submit final assessments or reports to UoM Return all provider property (equipment, access cards) Reflect on learning outcomes and placement experience

FAQs

Who organises the placement?

UoM placement staff will contact you to request a placement. It is always at the discretion of the placement host to accept or decline placement requests.

When can a work placement occur?

Work placements occur at various times of the year, depending on the academic program. UoM placement staff will negotiate suitable times with you for the placement to occur.

If I sign an agreement, do I have to take students immediately, and always?

No. The agreement sets up the responsibilities of UoM and your organisation. You can determine how many and how often you would like to offer a placement. The university has standard agreement templates which are usually five years in duration, however, there is no obligation to provide placements over that entire time period (or at all).

How long will students be at your workplace?

The length of the placement varies from program to program. Placement duration can vary from a day to a few months. It is possible for students to complete the total placement requirement for their program across several placement hosts. UoM staff will negotiate with you regarding your ability to take students on placement and for how long.

Are the students paid?

Students can lawfully be unpaid if they are undertaking a placement as part of a program of study with an approved education provider. The main benefit of the placement should be the student's meaningful learning, and they should not be relied upon as an integral part of your business.

Where students undertake productive work tasks and work hours beyond what is required to complete their university placement this could be considered an employment relationship.

What about insurance?

If students are undertaking the placement as a requirement of a program that they are enrolled in a UoM, and the student is not being paid, the student is covered by UoM's public liability, personal accident, and professional indemnity/medical malpractice insurance policies (subject to policy terms and conditions). Students who are in an employment relationship with you are not covered by UoM student placement insurance and fall under your insurance.

What about Intellectual Property?

Unless otherwise agreed between you and the student, any intellectual property rights created by a student in any assessment works during a Placement remains the property of the student.



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Please contact mdhs-placements@unimelb.edu.au with the types of placement opportunities you can provide to our students.

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