

## FIELDWORK PLACEMENTS POLICY

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## 1. Preliminaries

### 1.1 Commencement

This policy and procedure was reviewed and updated on 2 September 2024.

### 1.2 Purpose

This policy and procedure outline how fieldwork placements are organised and managed at AGE to ensure compliance with the established curriculum and the requirements of accrediting bodies. It aims to provide clear guidelines on the responsibilities of staff and the procedures to follow to ensure fieldwork placements are consistent, compliant, and effective in preparing students with the necessary industry skills.

### 1.3 Application

This policy and procedure apply to all staff and students involved in fieldwork placements as part of their coursework at AGE.

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## 2. Definitions

### 2.1 Fieldwork Placement

A work-based learning experience that is an integral part of a course of study, typically required for accreditation by professional bodies.

### 2.2 Course Coordinator/Program Lead

The staff member responsible for overseeing the implementation and monitoring of fieldwork placements within their course or program.

### 2.3 Fieldwork Placement Team

The team responsible for managing and supporting fieldwork placements, which may include specific roles as mandated by accreditation bodies.

### 2.4 Memorandum of Understanding (MOU)

A formal agreement between AGE and the placement provider outlining the expectations, responsibilities, and obligations of both parties regarding the fieldwork placement.

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## 3. Policy Statement

### 3.1 Fieldwork Placement Management

AGE is committed to providing high-quality fieldwork placements that meet the requirements of both the established curriculum and relevant accrediting bodies. The Course Coordinator or Program Lead is responsible for ensuring that placements are conducted in a manner that aligns with these requirements.



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## 3.2 Changes to Fieldwork Placements

Any changes to the fieldwork placement guidelines must be discussed with and approved by the relevant Course Advisory Committee (CAC). If changes are substantial and may pose a risk to the course, they must be reported to the Dean, who will escalate the issue to the Senior Management Team and potentially to the Risk Subcommittee.

## 3.3 Risk Management in Fieldwork Placements

Fieldwork placements involve risks to students, placement agencies, and AGE. These risks are managed through consistent documentation, clear communication, and regular reporting by the Fieldwork Placement Team to the Course Coordinator. All placements must be supported by MOUs and detailed handbooks that clearly outline the expectations of all parties involved.

## 3.4 Student Responsibilities

Students are responsible for securing a new placement if they fail or need to retake a fieldwork placement due to non-compliance, poor performance, or rejection of a placement sourced by AGE. AGE will support students in securing the initial number of required placements but will not be responsible for finding additional placements.

## 3.5 Quality Assurance

AGE will manage risk in relation to placements and ensure quality in accordance with this policy.

AGE will demonstrate that placements are quality assured

- assurance of quality of **supervision** of student experience; and
- that quality assurance mechanisms demonstrate that the **placements meet the relevant Threshold Standards**

The Placement Provider will ensure the quality of the experience and supervision, and that the placement arrangements comply with relevant professional accreditation requirements?

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## 4. Roles and Responsibilities

### 4.1 Course Coordinator/Program Lead

Responsible for ensuring fieldwork placements align with the curriculum and accreditation requirements. They must document any changes to placement guidelines and report significant risks to the Dean.

### 4.2 Fieldwork Placement Team

Responsible for the establishment, management, and support of fieldwork placements. This team ensures that placements meet the necessary compliance requirements and are adequately supported.

### 4.3 Dean or Delegate

Responsible for reviewing and reporting substantial changes or risks associated with fieldwork placements to the Senior Management Team. They are also responsible for reporting staffing needs related to fieldwork placements.



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## 5. Procedures

### 5.1 Establishing Fieldwork Placements

The Fieldwork Placement Team will establish placements in consultation with the Course Coordinator. MOUs must be prepared and signed by all relevant parties before placements commence.

### 5.2 Documentation and Communication

Handbooks detailing the expectations of students, placement providers, and AGE must be developed and approved by a member of the Senior Management Team. These handbooks will be provided to all parties involved in the placement.

### 5.3 Monitoring and Reporting

The Fieldwork Placement Team will regularly report to the Course Coordinator on the status of placements. Any issues or risks identified during the placement must be documented and communicated promptly.

### 5.4 Managing Changes and Risks

Any changes to fieldwork placements or associated risks must be managed in accordance with the procedures outlined in this policy. Significant changes must be reported to the Dean and potentially to the Quality and Risk Committee for further review.

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## 6. Related Legislation and Documents

Standard/Code/Legislation	Specific Clauses
Higher Education Standards Framework (Threshold Standards) 2021	HESF 1.3: Orientation and Progression
	HESF 3.1: Course Design and Learning Outcomes
	HESF 5.4: Delivery with Other Parties
ESOS Act 2000	ESOS Standard 8: Monitoring Course Progress
AGE Documents	Fieldwork Placement Handbook
	Risk Management Policy
	Course Advisory Committee Terms of Reference

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## 7. Feedback

AGE staff and students may provide feedback about this document by emailing [support@guildmusic.edu.au](mailto:support@guildmusic.edu.au) for such feedback to be incorporated into a future review.



## 8. Document Control

APPROVAL/REVIEW	DETAILS
Governing authority	Academic Board
Responsible officer	Academic Director
Endorsed by	Academic Board
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