



Sport and Exercise Professional Placement Handbook 2018

Bachelor of Sport and Exercise
Bachelor of Sport and Exercise Honours (Clinical Exercise Physiology)
Master of Science (Sport and Exercise)

Faculty of Health, Engineering and Sciences
School of Health and Wellbeing

Contents

CONTACT INFORMATION	3
PREFACE	4
DEFINITIONS AND GLOSSARY OF TERMS	4
INTRODUCTION	5
PART A: PROFESSIONAL PLACEMENT REQUIREMENTS	6
ESSA placement requirements.....	6
Mandatory documents for all Sport and Exercise students	7
Additional mandatory documents for BSEH(CEP) students	7
Insurance & Agreement	8
Student contact with the professional placement supervisor	8
Student presentation	8
Professional placement hours for Bachelor Sport and Exercise students.....	9
Additional clinical professional placement hours for BSEH (CEP) students	9
Professional placement hours for Master Sport and Exercise students	10
PART B: GUIDELINES FOR PROFESSIONAL PLACEMENT	11
Introduction	11
The student is responsible for	12
The professional placement supervisor is responsible for:	12
The professional placement staff are responsible for:	13
The professional placement coordinators are responsible for:	13
PART C: STUDENTS - LOG BOOK & SITE EVALUATION	14
PART D: SUPERVISORS - LOG BOOK & STUDENT EVALUATION	14
Further comments	14
APPENDIX A: INSURANCE FORM.....	15
APPENDIX B: SPORT & EXERCISE SHIRT	17
APPENDIX C: “What can I expect students to know and be able to do?”	18
APPENDIX D: LOG BOOK EXAMPLE	20
Example of appropriate Log Book wording	20
APPENDIX E: Interim and Final Evaluation Form	21
1. Professional behaviour	21
2. Communication	21
3. Learning outcomes	21
4. Knowledge & skills	21
APPENDIX F: GRIEVANCE POLICY	22

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PREFACE

This document has been compiled in order to provide students, placement coordinators, placement supervisors, and placement staff members with information pertinent to undertaking and completing professional placement components embedded in the Sport and Exercise discipline. The handbook includes information about professional placement requirements, expectations, behaviour, conduct and responsibilities, as well as examples of the paperwork to be completed by both students and placement supervisors.

DEFINITIONS AND GLOSSARY OF TERMS

Student	The individual currently enrolled in either the Bachelor of Sport and Exercise (BSES), Bachelor of Sport and Exercise Honours (Clinical Exercise Physiology) (BSEH[CEP]), or Master of Science (Sport and Exercise) (MSCN[SES]) at the University of Southern Queensland (USQ) on either the Ipswich, Toowoomba or External campus.
Supervisor	The appropriately qualified individual who has been nominated by an appropriate agency to supervise the student while undertaking professional placement.
Placement coordinator	The individual currently employed by USQ, who is responsible for the organisation of student Sport and Exercise professional placement.
USQ placement staff	The USQ professional placement team that are responsible for the administration of professional placement for the discipline of Sport and Exercise.
Accredited Exercise Scientist (AES)	An individual who has current ESSA AES credentialing.
Accredited Exercise Physiologist (AEP)	An individual who has current ESSA AEP credentialing.
Accredited Sport Scientist (ASpS)	An individual who has current ESSA ASpS credentialing.

INTRODUCTION

Professional placement is an integral part of the Sport and Exercise degree and is a co-operative effort between the agency to which the student has been allocated and USQ.

Professional placement is designed to augment USQ coursework and to provide students with the opportunities to develop their personal skills and professional understandings. Professional placement also allows the student to demonstrate their competence and to translate theory and example into placement.

To reflect the standards required by the profession, students must be given opportunities for high-quality work experience in multiple settings directly relevant to the placement of sport and exercise. It is necessary that when students are undertaking professional placement that they are actively engaged within the placement. Supervisors of placement students are not solely responsible for ensuring that students have the necessary knowledge and skill base to meet industry requirements. The placement coordinator should play a significant role in organising professional placements for the students in conjunction with the professional placement staff.

On completion of professional placement, the student will be able to:

- Confidently participate in the daily activities of the agency within the scope of practice
- Integrate theoretical concepts with professional placement within the area and interact in a professional manner with other professionals and clients
- Undertake effective and safe sport and exercise assessment and prescription
- Implement and evaluate programs appropriate to sport and exercise

PART A: PROFESSIONAL PLACEMENT REQUIREMENTS

ESSA placement requirements

For exercise science accreditation, a minimum of **140 hours** of practicum is required.

- At least 80 of the 140 hours must demonstrate attainment of competency in exercise assessment, prescription and delivery. Exercise prescription hours must be with clients who are seen for the purpose of undertaking an exercise intervention to improve their health and fitness, wellbeing or performance, and not participating in an exercise intervention for the treatment and/or management of a clinical condition or injury. However, the service can be focused on the prevention of chronic conditions. For these 80 hours, supervision must be by one or more of the following:
 - Accredited Exercise Scientist
 - Accredited Exercise Physiologist
 - Accredited Sports Scientist
 - An individual with an AQF level 7 Bachelor degree in Exercise and Sports Science
 - An AQF level 7 Bachelor degree qualified physical education teacher with a major in physical education where the placement is in a school setting.
- Activities undertaken for the remaining 60 hours may be in any area that reflects the AES professional standards. These hours must be supervised by a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority, such as a national association or Australian Health Practitioner Regulation Agency), for the activity they are supervising.
- Appropriate placement sites include health and fitness clubs; sporting organisations and clubs; and schools.

For exercise physiology accreditation, a minimum of **360 hours** of practicum is required to be undertaken in a range of activities relevant to the AEP professional standards, but must include activities to demonstrate attainment of competency as an entry level practitioner in exercise assessment, prescription and delivery as demonstrated through effective assessment methods, and determined by an AEP, including:

- a) At least 200 hours spread across the areas of cardiovascular, musculoskeletal and metabolic domains to allow students to demonstrate capability as an entry level practitioner. Appropriate placement sites include exercise physiology or multi-disciplinary clinics; hospitals; aged care facilities; cardiac care services within public/private hospitals and the community; physiotherapy clinics; and sporting organisations and clubs.
- b) At least 100 hours in any of the other AEP pathology domains as specified in the AEP professional standards i.e. cancer, kidney, mental health, neurological, respiratory/pulmonary. Appropriate placement sites include all sites as above, and cancer care clinics/programs; renal clinics; mental health clinics; and spinal injury clinics.
- c) 60 hours in any of the AEP pathology domains or in any other activities relevant to the AEP professional standards. These may include diagnostic investigations or procedures (e.g. cardiac, pulmonary or other clinical investigations or procedures; ECG stress

testing; health and wellness checks; job capacity assessment, functional capacity assessments, and pre-employment checks; laboratory and research testing and screening; case management; and health promotion, or providing health education or workplace health programs.

- d) No more than 40 hours can be undertaken in a simulated learning environment (SLE). Simulation programs must be supported by an underlying pedagogy or framework to assist in the development of relevant and appropriate clinical skills and competencies. The use of SLEs must be evidence-based and include an ongoing review and evaluation process. In order to be used as a substitute for practicum experience simulations must have clear learning objectives, problem solving components built into the scenarios, structured debriefing, and be high fidelity. At USQ we have made a decision to provide all of the allowed simulated learning in 4th year within the university environment. Simulated learning in external practicum sites may be undertaken in addition to other practicum activities, but may not replace them.

Supervision must be by:

- a) An AEP for at least 200 of the 360 hours.
- b) An AEP or a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority such as a national association or APHRA) for the activity they are supervising, and relevant to the client condition they are servicing, for the remaining hours. Hours that are not supervised by an AEP must have AEP oversight of the activities and assessment of the learning outcomes, and the competency must be co-signed by an AEP.

Mandatory documents for all Sport and Exercise students, prior to commencing ANY placements.

- Blue Card
- First Aid certificate (valid for 3 years)
- Cardiopulmonary resuscitation certificate (valid for 1 year)

Additional mandatory documents for BSEH(CEP) students, prior to commencing any clinical placements with Queensland Health.

- Hepatitis B seroconversion. Students must complete a course of Hepatitis B immunisation and upload the seroconversion test result. This course takes 6 months and requires three injections. Please see Queensland Health for more details - <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/>
- Evidence of vaccination for the disease measles, mumps, rubella, varicella and pertussis or evidence they are not susceptible to these diseases. Please see Queensland Health for more details - <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/>

Insurance & agreement

All students on professional placement must be covered by insurance. USQ covers full public risk and professional indemnity insurance in relation to acts and omissions of students undertaken as part of their university program, and university staff while acting for and on behalf of USQ. The student will be covered by USQ indemnity insurance as long as the student is receiving an appropriate level of supervision.

A student professional placement agreement must be signed by representatives of both USQ and the professional placement facility, prior to the commencement of any professional placement activity associated with the facility (see Appendix A).

Student contact with the professional placement supervisor

The USQ professional placement staff will provide the student with contact details for each professional placement supervisor and advise the student of a suitable time frame to call/meet with the professional placement supervisor prior to the commencement of professional placement. The student is required to make contact with the placement supervisor within the advised time frame in order to confirm the following professional placement details:

- Professional placement date - start and finish
- Professional placement schedule - days, start and finish times
- Allocated break times
- Personal hygiene, dress standards and grooming – clothing (BSES shirt), footwear, jewelry, hair, etc.
- Professional placement physical address and contact details
- Time and place of initial meeting at the start of professional placement
- Additional paperwork or reading requirements
- Expected exposure, duties and responsibilities
- Confirmation that the professional placement supervisor will complete an online evaluation form on Inplace, which is shared with the professional experience staff.

Student presentation

Students will also be required to wear a USQ Sport and Exercise shirt (see Appendix B) and display a USQ student ID card at all times during professional placement. Students are required to wear long black pants or shorts and are not permitted to wear gym attire to any professional placements. Students must comply with the code of conduct as outlined in the Sport and Exercise professional placement handbook and any specifics indicated by the professional placement site.

Professional placement hours for Bachelor Sport and Exercise students

Students are advised to enroll in SES1299 in first year, SES2299 in second year and SES3299 in third year, to achieve a total of 140 hours of apparently healthy practicum for ESSA accreditation purposes.

1. SES1299 Professional Placement 1 - The student must complete **20 hours** in a placement assigned to them by the professional experience staff. This placement will include 4 hours of observational learning in the USQ Sport and Exercise Clinic at the Ipswich campus. Students will undertake the residual 16 hours of placement within their enrolled semester at an approved site local to their indicated campus or area for external students. SES1299 is offered in semester 1 and semester 2. Students must submit all mandatory documents by 12 March 2018 for placement in semester 1, or 23 July 2018 for placement in semester 2.
2. SES2299 Professional Placement 2 - The student must complete **20 hours** of one-on-one personal exercise intervention training within internal facilities at USQ campuses (on-campus students) or at an approved local placement site (external students). Students will undertake SES2299 in 2nd year semester 2 only.
3. SES3299 Professional Placement 3 – The student must complete **100 hours** of sport and exercise science scope of professional placement at approved external sites. Students will undertake SES3299 across their 3rd year.

Additional clinical professional placement hours for BESH(CEP) students

1. SES4199 Clinical Professional Placement 1 - The student must complete **180 hours** of clinical exercise physiology scope of professional placement in approved external or internal sites. Students will undertake SES4199 in 1st semester 4th year. This placement will include 20 hours of simulated learning in the USQ Sport and Exercise Clinic at the Ipswich campus.
2. SES4299 Clinical Professional Placement 2 - The student must complete **180 hours** of clinical exercise physiology scope of professional placement in approved external or internal sites. Students will undertake SES4299 in 2nd semester 4th year. This placement will include 20 hours of simulated learning in the USQ Sport and Exercise Clinic at the Ipswich campus.
3. Students will be required to return to the university for objective, structured clinical examinations (OSCEs) at the end of each semester in year 4 (i.e. SES4199 and SES4299). OSCEs will be conducted across each of the eight AEP pathology domains: cardiovascular, metabolic, musculoskeletal, respiratory, neurological, cancer, renal, and mental health. Time allocated to OSCEs (4 hours) will form part of students' clinical placements, and will be used as assessment of student competency.

Professional placement hours for Master Sport and Exercise students

The Master of Science (Sport and Exercise) is designed for graduate students with an interest in the sport, health and fitness industry who wish to gain a comprehensive understanding of the sociocultural, scientific and applied aspects of physical health.

SES8299 Advanced Professional Placement - The student must complete **140hours** of placement in a sport and exercise setting at approved external or internal sites. This placement is not subject to ESSA accreditation guidelines. Students will undertake SES8299 in the second year of their program.

PART B: GUIDELINES FOR PROFESSIONAL PLACEMENT

Introduction

1. The students could be either 1st, 2nd, 3rd or 4th year undergraduate or 2nd year post-graduate students.
2. Students will have submitted all required mandatory documentation to USQ placement staff prior to commencing professional placement.
3. Students' background knowledge and skills will vary depending upon their year level of enrolment in their degree. Supervisors are directed to Appendix C: "What can I expect students to know and be able to do?" to clarify reasonable expectations of individual students assigned to them for practicum. Depending on the year level, students participating in professional placement may have a sound knowledge of anatomy, physiology, fitness assessment, exercise prescription, strength training, biomechanics of human movement, sports medicine, sport psychology, nutrition, sports training, functional anatomy, motor control, exercise physiology, neuromuscular rehabilitation and clinical exercise physiology.
4. If you have any queries regarding the theory and practical skills completed by the students please contact the placement coordinator.

The student is responsible for

- Ensuring that they complete all mandatory hours of professional placement within the ascribed period and document all hours as required within the professional placement Log Book via Inplace (see Appendix D). If the electronic Log Book is not available, a hard copy may be used as a substitute. The student is responsible for the safekeeping of their original hardcopy Log Book/s for his/her own records, as ESSA may request Log Books to be submitted together with the student's application for accreditation or may randomly audit Log Books.
- The completion and submission of all required documentation (Blue Card, First Aid, CPR and/or vaccinations) to the USQ professional placement staff prior to commencing professional placement.
- The completion of any required reading/familiarisation tasks set out by the professional placement facility prior to commencing professional placement.
- All expenses associated with sport and exercise professional placement (for example, travel, accommodation and meal costs).
- Ensuring confidentiality of information with respect to client and professional placement facility records.
- Understanding and following the principles set out in the ESSA Code of Professional Conduct and Ethical Practice.
- Understanding the scope of practice for an exercise scientist, a sports scientist and an exercise physiologist.
- Informing the professional placement supervisor if the student feels that adequate guidance and/or opportunities for development are not being provided or they are unable to follow the professional placement supervisor's instructions.
- Displaying enthusiasm and willingness to assist and be receptive to professional advice while undertaking professional placement.
- Maintaining open communication with the professional placement supervisor and professional placement coordinator with respect to professional placement expectations and outcomes.

- Seeking information and feedback from the professional placement supervisor to assist with learning.
- Ensuring the professional placement supervisor completes the electronic professional placement report **within two (2) weeks** of professional placement completion. If the electronic report is unavailable, a hardcopy may be used as a substitute, and to be forwarded to the professional placement coordinator.

The professional placement supervisor is responsible for:

- The involvement of the student in the day to day activities of the workplace as much as possible; that is, more than as an observer. Please incorporate the students as active assistants in work tasks, enabling them to understand the typical workload of your business, using their knowledge where possible.
- Providing supervision of the student at all times while the student is undertaking professional placement activities.
- Ensuring that the student is appropriately briefed on all health and safety, and emergency procedures of the work site at the commencement of professional placement. Such procedures include: evacuation and emergency procedures such as medical emergency, fire, bomb threat and gas leak; physical safety and security; reporting of hazards, incidents and accidents; infection and disease control procedures; workplace bullying and harassment policy and procedures.
- Ensuring a safe placement for the student at all times.
- Ensuring an appropriate and compassionate placement as this may be the student's first practical experience
- Maintaining professional and ethical conduct with regard to all sport and exercise professional placement matters.
- Providing learning opportunities and resources that will assist the student's learning goals.
- Assisting the student with identifying learning needs, scope and objectives for the professional placement.
- Observing and providing feedback to the student with respect to professional placement matters.
- Reviewing student's electronic Log Book entries for authenticity and accuracy of information, and approving if satisfactory. Supervisors must approve Log Book entries relating to the activities they directly supervised only.
- The accurate completion of the electronic student professional placement report via Inplace within two (2) weeks of the student completing professional placement.
- Notifying the professional placement supervisor, as per the Sport and Exercise grievance policy (Appendix F), when students perform poorly or significant problems eventuate regarding professional placement.
- Any special guidelines that apply to the student in the workplace should be put in writing with copies to the student and professional placement coordinator.
- Ensuring appropriate supervision takes place while the students are at the designated placement site. The ESSA and USQ required ratio is 5 students per 1 supervisor at any given time. More supervisors may be present however, student numbers must not exceed 5 when 1 supervisor is present.
- Provide details to the professional placement staff about their own qualifications and experience to confirm they are a suitable supervisor.

The professional placement staff are responsible for:

- Ensuring that the student has submitted all appropriate documentation prior to commencing professional placement.
- Ensuring that a student professional placement agreement, signed by representatives of both USQ and the professional placement facility, is in place prior to the commencement of any professional placement activity associated with the facility.
- Liaising with professional placement facilities in order to schedule appropriate professional placement dates.
- The allocation of an appropriate student to a professional placement agency.
- Providing support to the student and the professional placement supervisor with respect to professional placement expectations.
- Liaising with the student and professional placement supervisor with respect to matters of grievance and/or conflict.
- The compilation and maintenance of records associated with professional placement facility contacts, student professional placement allocations and hours, and assessment items (for example, the professional placement portfolio).
- Collation of professional placement supervisor feedback regarding the student's performance during the professional placement.

The professional placement coordinators are responsible for:

- Sourcing appropriate professional placement facilities for the student, where all students receive authentic high quality experiences of sufficient scope and depth to ensure program outcomes are met.
- Liaising with professional placement facilities in order to schedule appropriate professional placement dates.
- Providing support to the student and the professional placement supervisor with respect to professional placement expectations.
- Liaising with the student and professional placement supervisor with respect to matters of grievance and/or conflict.
- Random review of student activities at the professional placement facility during the allocated professional placement, with the permission of the professional placement supervisor prior to the visit.
- Adequately preparing all students for each practicum experience, giving due consideration to their stage of learning and expected learning outcomes.
- Aligning student assessment to the learning outcomes associated with the practicum program, designed to facilitate student learning.
- Accurately recording and verifying each student's practicum hours, sites, activities and skills undertaken. These records are retained for 3 years.

PART C: STUDENTS - LOG BOOK & SITE EVALUATION

Each student must complete a timesheet and Log Book for each day on professional placement. The timesheet and Log Book can be accessed via [Inplace.usq.edu.au](https://inplace.usq.edu.au) (see Appendix D). If the electronic Log Book is not available, then a hard copy may be used as a substitute.

Practicum can be logged per client, per group or per activity. Hours can be 'bulked' together only if the same client or group was seen or the same work task was performed for multiple clients. All other entries need to be individual. The description of services must reflect the time being claimed. For example, if the same assessment session was performed on multiple clients on the same day, a detailed description of the assessment protocols and a brief description of the client's results can be included in the Log Book.

Following placement, each student must complete a site evaluation via [Inplace.usq.edu.au](https://inplace.usq.edu.au).

PART D: SUPERVISORS - LOG BOOK & STUDENT EVALUATION

Professional placement supervisors are requested to complete two documents during and following the student's placement

- Log Book approvals via [Inplace.usq.edu.au](https://inplace.usq.edu.au)
- Depending on year level (see Appendix E)
 - SES1299 – Final student performance
 - SES2299 – Interim and final student performance
 - SES3299 – Interim and final student performance
 - SES4199 – Interim and final student performance
 - SES4299 – Interim and final student performance
 - SES8299 – Interim and final student performance
- Evaluation of the student's performance will range from 'Well below expectations' to "Well above expectations". Definitions for these terms can be found in Appendix E.

Further comments

If there are areas, which the professional placement supervisor evaluates as outstanding (e.g. professional behaviour), or areas that need significant improvement (e.g. communication), professional placement supervisors are requested to complete the 'Overall' section of the evaluation form.

Professional placement supervisors need to complete the evaluation form via inplace.usq.edu.au after consultation with the student. The professional placement staff will send the supervisor an email with the link to the evaluation form.

APPENDIX A: INSURANCE FORM

STUDENT PLACEMENT CONTRACT

'USQ', Toowoomba, Queensland 4350, Australia

USQ's Placement of a Student (may mean more than one depending on the context) with you as 'the Provider' is for the purpose of the Student undertaking *unpaid assessable work experience* for their Course as part of their USQ Program.



This document outlines the Parties' expectations and obligations regarding these Placements.

During any Placement pursuant to this Contract:

respect the confidentiality of Provider's Confidential Information including any personal, business or client information.

1 The Provider will provide:

- (a) For the staffing requirements of the operation of the Provider's business independent of the Student;
- (b) A suitably qualified and responsible Supervisor who will supervise, provide educational experiences for and if necessary, participate in the appraisal of the Student;
- (c) Notify USQ and the Student of identity and contact details of the Supervisor and other liaison personnel;
- (d) Induction, training and orientation (including on workplace health and safety and on confidentiality) for the Student on commencement of the Placement;
- (e) The Student with access to appropriate areas of the Provider's facilities or place of work and to resources and equipment for the planned activities and experiences aimed at meeting the learning objectives;
- (f) Information on and access to relevant policies (including workplace health and safety), regulations, rules, procedure manuals, and directions for the use of equipment to the Student and as relevant, to USQ;
- (g) Where requested, information, copy of any report or record concerning a safety incident or breach related to the Placement and advice on outcomes;
- (h) Information regarding any licences, approvals, registrations, dress codes, including any uniform and other reasonable requirements relevant to the Placement to USQ prior to commencement of the Placement, and
- (i) Where requested, attendance, feedback, appraisal, review and other information to USQ and as relevant, to the Student, including such information as to enable USQ to
 - (i.) Evaluate and assess the Student for the Course, and
 - (ii.) Consider outcomes of and potential improvements to the Course.

2 USQ will be responsible for:

- (a) Notifying the Provider of the relevant USQ contact personnel details regarding the Placement and if the Student ceases to be enrolled in the Course;
- (b) The administration of the Course including student admission, guidance, counselling and discipline and where relevant selection for Placement;
- (c) Establishing the learning objectives and evaluation requirements of the Course;
- (d) Evaluating and assessing the Student for the Course;
- (e) Provision of USQ identification cards for students and USQ personnel;
- (f) Using its reasonable endeavours to ensure that USQ personnel, while at the Provider's facilities or other places of work, will abide by the Provider's policies, rules and regulations as notified by the Provider and comply with any lawful directions;
- (g) Interpreting for the Provider's personnel all matters relating to the Course and the Student's involvement in the professional experience and Placement, and;
- (h) Informing Students as to any Provider's requirements such as any licences, approvals, registrations, appropriate dress codes, including uniforms if any, and that the Students must at all times

3 USQ and the Provider agree that:

- (a) All arrangements including dates and times of Placement, selection of learning experiences and activities relevant to the subject areas for the Student, any observation and assessment by USQ personnel at the Provider's facilities or place of work shall be made and agreed upon by USQ's Contact in conjunction with the Provider's Contact as notified;
- (b) At all times it is intended that Students will undertake relevant activities according to the educational objectives of their Program and Course and to the level commensurate with their learning;
- (c) The Provider's personnel shall remain responsible for all aspects of staff, visitors and client care (including compliance with any anti-discrimination legislation (bullying harassment and other forms)) and/or service provision and they shall intervene on any occasion as deemed necessary by them;
- (d) The Provider must have a documented system for risk management including the identification, assessment and controls of hazards; reporting, recording and investigations of incidents; and access to safe work procedures and equipment.
- (e) Each of USQ and the Provider will keep current adequate insurance to indemnify themselves, and in the case of USQ, its employees and students against legal liability to pay compensation to third parties for injury or property damage or breach of professional duty arising as a result of activities covered by the Contract, and will on the request of the other, provide Certificates of Currency for such insurance;
- (f) Each Party must use or disclose any Personal Information that may come into their possession as a result of the performance of this Contract, in a manner that complies with the Privacy Laws;
- (g) Each will not, except as expressly authorised by the other or as required by law, disclose to any third party any Confidential Information provided to it by the other arising from or in connection with a Placement;
- (h) Any Intellectual Property Rights of the Student created during a Placement remains the property of the Student, unless otherwise agreed between the Provider and the Student;
- (i) The Provider may on providing written notice with grounds and reasons to USQ, exclude a Student or any USQ personnel from its facilities or place of work where it considers on reasonable grounds that the conduct of the Student or the USQ personnel is sufficiently severe to warrant exclusion. USQ will upon receipt advise the Student or USQ personnel not to attend. The matter will then be the responsibility of USQ as will any notice (including grounds) received from the Provider as to any disciplinary action it reasonably considers should be taken against a Student and any USQ personnel;
- (j) USQ may on providing written notice to the Provider, withdraw a Student from the Placement;
- (k) This Contract records the entire arrangement between the Parties;
- (l) Variations to this Contract must be in writing and signed by the Parties;
- (m) No rights under this Contract will be deemed waived except by signed written notice of the waiving Party to the other;

- (n) Nothing in this Contract creates a relationship of partnership, joint venture, employment or agency between USQ, the Provider and the Student;
- (o) The laws in force in Queensland will govern this Contract and each submit to the jurisdiction of the courts of Queensland, and
- (p) This Contract will be validly executed if it is signed and delivered by the Provider to USQ and for this purpose USQ may treat executed faxes or photocopies of the Provider as original documents.

- 4 USQ indemnifies and releases** the Provider, including their employees and officers, ('the Indemnified') from and against all direct liability, loss, damage or expense arising from any claim, action, suit, demand or proceeding (together a 'Loss') that may be brought against the Indemnified as a result of:
- (a) Any negligent act or omission by USQ, its employees or officers in the performance of its obligations hereunder;
- (b) Any negligent act or omission by the Student, relating to the Student's Placement except this indemnity will be reduced proportionately to the extent of the contribution by the Indemnified to any such Loss.

- 5 The Provider indemnifies and releases** USQ, including their employees and officers and students ('the Indemnified') from and against all direct liability, loss, damage or expense arising from any claim, action, suit, demand or proceeding (together a 'Loss') that may be brought against the Indemnified as a result of any negligent act or omission by the Provider, its employees or officers in the performance of its obligations hereunder relating to the Student's Placement except this indemnity will be reduced proportionately to the extent of the contribution by the Indemnified to any such Loss.

- 6 To the extent permitted by law, even if informed or aware, in no event will any party be liable** for any damages for:
- (a) Loss of, or damage to data;
- (b) Indirect, incidental or consequential economic loss or damage;
- (c) Loss of profits or revenue, goodwill or anticipated savings.

7 In this Contract unless the context requires otherwise:

- (a) words importing the singular or gender will include the plural and the other gender and vice versa ;
- (b) where a word or phrase is given a particular meaning in this Contract, other parts of speech or grammatical forms of that word or phrase have a corresponding meaning;
- (c) "includes" is not a word of limitation;
- (d) a Party is the Provider or USQ and includes its executors, administrators, liquidators, successors and permitted assignees and where the Provider is more than one person, these terms will bind them jointly and severally;
- (e) a person will be construed as a reference to an individual, firm, body corporate or other entity (whether incorporated or not) or, where a position (including any replacement or superseding position as regards duties) is nominated, the individual occupying that position;
- (f) provisions which by their nature may survive the termination or expiration of this Contract (including all indemnities and limitations of liability) should be so interpreted, and
- (g) bold capitalised words or phrases shall have the meaning set out beside them as follows or as expressed within the Contract:

'Confidential Information' means information that is by its nature confidential, is designated by the **Discloser** (Party disclosing) as confidential or the **Recipient** (Party receiving) knows or ought to know is confidential and includes information that is comprised in or relating to any Intellectual Property Rights, Personal Information, financial information, internal management,

strategies, practices or procedures and other commercially valuable or sensitive information in whatever form but excludes information:

- (i.) which is or becomes publicly available;
- (ii.) that is rightfully and independently known by a Recipient before disclosure to it by the Discloser;
- (iii.) which is independently developed by Recipient.

'Intellectual Property Rights' means the statutory and other rights in any copyright work, patentable invention, design, circuit layout, new plant variety, trademark, know-how or trade secrets and all other intellectual property rights as defined in Article 2 of the Convention establishing the World Intellectual Property Organisation of July 1967, existing in Australia, whether registrable or not, whether created before, on or after the commencement of the Contract, but excludes **Moral Rights** (as conferred by the Copyright Act 1968 (Cth), and rights of a similar nature anywhere in the world).

'Personal Information' has the same meaning as defined in the Privacy Law.

'Placement' means the undertaking of the placement by the Student pursuant to this Contract with the Provider at the Provider's facilities or place of work.

'Privacy Law' means the Privacy Act 1988 (Cth) or Information Privacy Act 2009 (Qld) as relevant.

'Student' means a student placed with the Provider pursuant to this Contract.

'Supervisor' means the Provider's person who is responsible for supervising the Student while the Student is placed with the Provider and providing feedback and other information on behalf of the Provider as required by this Contract.

EXECUTION

This Placement Contract is executed as a Deed Poll by the Provider in favour of USQ on the date below

Sign:

(Signatory Name and Title)

Signed sealed and delivered by its authorised signatory for and on behalf of the **Provider**

(Provider's Name)

(Provider's ABN)

(Trading/Bus Name)

(Provider's Address)

on the _____, 20 ____.

(Date)

In the presence of:(Sign)

(Witness Name and Title)

Other Notes:

APPENDIX B: SPORT & EXERCISE SHIRT



APPENDIX C: “What can I expect students to know and be able to do?”

Bachelor Year 1 (course code SES1299)	<ul style="list-style-type: none"> ✓ Basic overview of sport and exercise science, professional roles and career options ✓ Understands scope of practice of an exercise scientist, sports scientist and exercise physiologist ✓ Understands and adheres to ESSA Code of Professional Conduct and Ethical Practice, including confidentiality and professionalism ✓ Demonstrates, or progresses towards, effective professional communication skills ✓ Engages in critical reflection of professional practice ✓ Adheres to all workplace procedures and expectations, including risk management ✓ Observational learning, research and/or data collection
Bachelor Year 2 (course code SES2299)	<p>In addition to SES1299:</p> <ul style="list-style-type: none"> ✓ Displays knowledge in anatomy, physiology, exercise physiology, exercise prescription, motor control, and functional anatomy ✓ Demonstrates, or develops, knowledge in strength and conditioning, health assessments and biomechanics ✓ Able to conduct client assessments; design and deliver appropriate, safe and evidence based exercise programs; and evaluate exercise plans, considering the client’s needs and goals. ✓ Identifies networks of medical and allied health professionals and refers where appropriate ✓ Improved communication skills
Bachelor Year 3 (course code SES3299)	<p>In addition to SES1299 and SES2299:</p> <ul style="list-style-type: none"> ✓ Displays enhanced confidence and independence when assessing clients, and designing, delivering, evaluating and modifying exercise programs as needed ✓ Improved clinical reasoning skills
Bachelor Year 4 semester 1 (course code SES4199)	<ul style="list-style-type: none"> ✓ Have completed all of their apparently healthy placement (SES1299, SES2299, and SES3299). ✓ Have completed some simulated clinical placement in musculoskeletal, metabolic, and cardiovascular disease (at the beginning of this course, SES4199). <p>Students have developed:</p> <ul style="list-style-type: none"> ✓ Basic skills in clinical history taking, and corresponding physical examination. ✓ Sound skills in exercise testing and assessment. ✓ Sound skills in reporting and interpreting exercise test results. ✓ Basic skills in clinical recording, reporting, and correspondence.

<p>Bachelor Year 4 semester 2 (course code SES4299)</p>	<ul style="list-style-type: none"> ✓ Have completed all of their apparently healthy placement (SES1299, SES2299, and SES3299) and 180 hours of clinical exercise physiology scope of placement (SES4199) ✓ Have completed some simulated clinical placement in respiratory, renal, cancer and mental health (at the beginning of this course, SES4299). <p>Students have developed:</p> <ul style="list-style-type: none"> ✓ Sound skills in clinical history taking, and corresponding physical examination. ✓ Sound skills in exercise testing and assessment. ✓ Sound skills in reporting and interpreting exercise test results. ✓ Sound skills in clinical recording, reporting, and correspondence.
<p>Master Year 2 (course code SES8299)</p>	<ul style="list-style-type: none"> ✓ Displays knowledge in anatomy; physiology; exercise physiology; exercise assessment, prescription and rehabilitation; motor control; functional anatomy; biomechanics; strength training and conditioning; and sport psychology. ✓ Understands and adheres to ESSA Code of Professional Conduct and Ethical Practice, including confidentiality and professionalism ✓ Adheres to all workplace procedures and expectations, including risk management ✓ Demonstrates effective professional communication skills ✓ Engages in critical reflection of professional practice ✓ Able to conduct client assessments; design and deliver appropriate, safe and evidence based exercise programs; and evaluate exercise plans, considering the client's needs and goals. ✓ Identifies networks of medical and allied health professionals and refers where appropriate ✓ Other placement activities may involve health promotion; corporate health programs; community sport and recreation; and match/performance analysis.

APPENDIX D: LOG BOOK EXAMPLE

Example of appropriate Log Book wording

Case description (keywords)	Description of services (keywords)
46 x 12-16 yr old boys rugby league players	Conducting coaching clinic, strength testing via 1-RM Bench Press, endurance testing via push-ups in 60-secs. teaching lifting technique of clean/jerk, squat, etc., delivering NRL skills sessions, speed and fitness sessions. Discussion with client on nutrition in conjunction with exercise program. Planning goals for future improvements in agility, power and flexibility.

Transferred to

Schedule Start: 00:00
Actual Start: 09:00
Not to be Attended: ☐
Attended Hours: 3.00
Timesheet Comment:
Attended: True Confirmed: False

Schedule End: 23:59
Actual End: 12:00

Session 1

Clients

Client Group	Age Range	Females	Males
Group	Children	0	46

Conditions

Condition Groups	Conditions	Condition Details
No diagnosed condition		

Activities

Category	Description	Record Activity Time	Additional Comments
Assessment	Neuromuscular strength	00:30	1 RM bench press
Assessment	Muscular endurance	00:01	push-ups
Exercise prescription	Designing exercise program	00:39	
Exercise delivery	Teaching correct technique & coaching	00:30	
Exercise delivery	Skill session	01:00	NRL
Preparatory activities	Meetings	00:20	
		Total time: 03:00	

Comments

Student

Supervisor
Remember with 1RM to provide sufficient rest during lifts

Placement Coordinator

Supervisor assessment

☒ Competent
☐ Not yet competent
☐ N/A

APPENDIX E: Interim and Final Evaluation Form

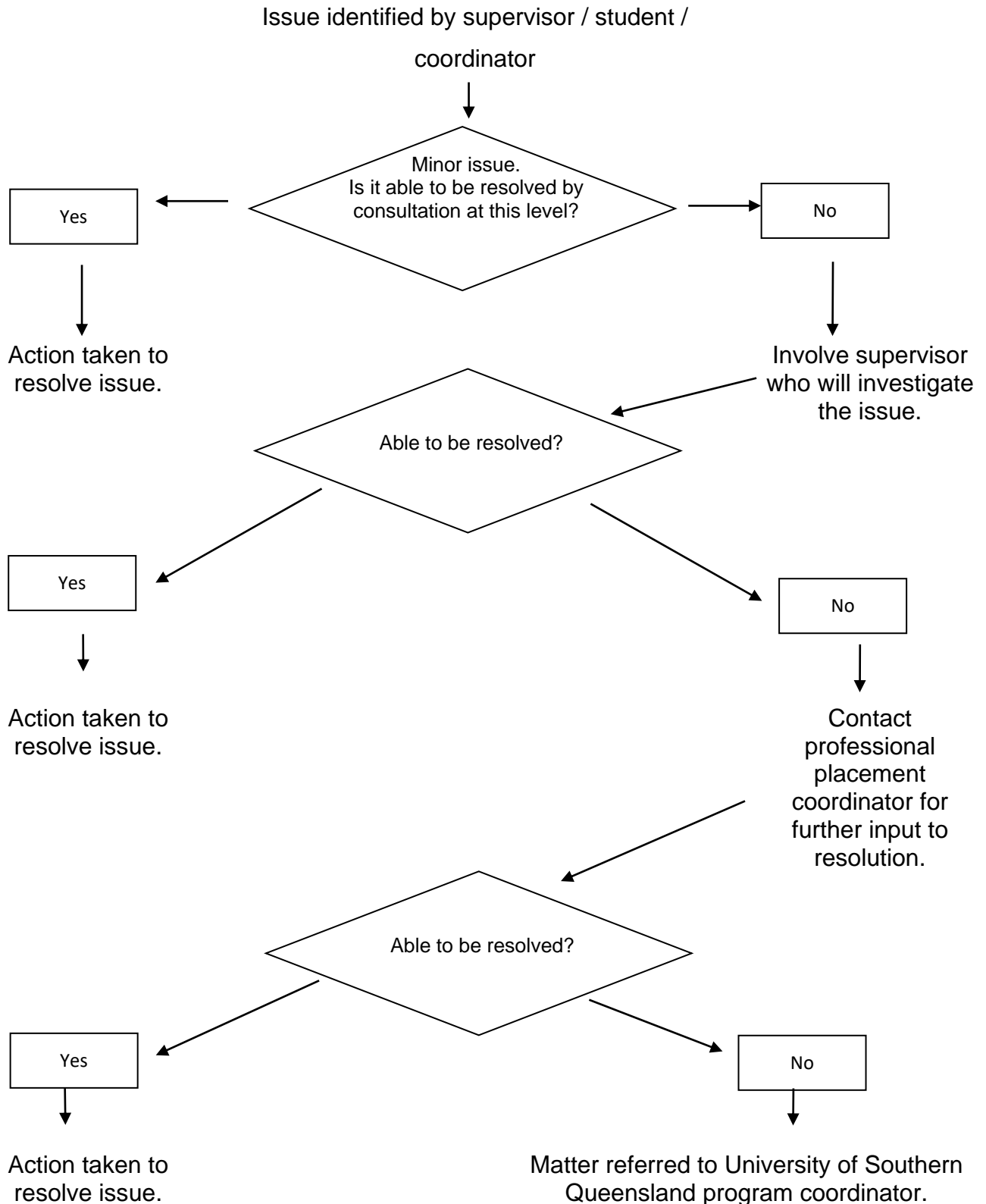
Host supervisors please complete this form mid-way through the student's placement for SES2299, SES3299, SES4199, SES4299, and SES8299. The form can be completed online via Inplace.usq.edu.au. Please consider the student and their skills on a level appropriate for their year of study (see Appendix C, or feel free to discuss this with the placement coordinator). We encourage you to discuss this form with the student and comment on their progress to date. The evaluation form is broken down into four key areas.

- Professional behaviour
- Communication
- Learning outcomes
- Knowledge & skills

Table 1. Marking schema for interim and final assessment of learning outcomes

Descriptor	Definition	Behavioural descriptors
Well below expectations (0)	No progress towards meeting this outcome as evidenced by lacking or inappropriate response to prompting.	<ul style="list-style-type: none"> • Does not meet outcome/s • Demonstrates poor or unsatisfactory level of knowledge or professional behaviour • Does not follow instructions • Lacks insight • Unable to work independently • Not responsive to feedback • Little evidence of improvement, or evidence of improvement but not to required standard
Below expectations (1)	Limited progress towards meeting this outcome as evidenced by inappropriate response to prompting.	
At expected standard (2)	Achieving the outcome as evidenced by the need for occasional prompting in challenging situations.	<ul style="list-style-type: none"> • Consistently meets outcomes • Able to apply knowledge to routine practical situations • Shows insight • Works independently on routine tasks • Uses own self-appraisal and supervisor feedback constructively • Consistently shows initiative
Above expectations (3)	Achieving the outcome in challenging situations with little prompting.	At a high or exceptional level: <ul style="list-style-type: none"> • Consistently meets outcomes • Able to apply knowledge to more complex practical situations • Shows insight • Works independently on more challenging tasks • Uses own self-appraisal and supervisor feedback constructively, consistently improves own performance/knowledge • Always shows initiative and problem-solving approach
Well above expectations (4)	Achieving the outcome at an exceptional standard or in challenging situations without prompting.	

APPENDIX F: GRIEVANCE POLICY



If an event or series of events occurs involving a USQ student while on professional placement, which in the opinion of the Supervisor requires intervention, the following options are available.

- **Verbal warning**

- The supervisor documents the preceding events and his/her concerns, addressing the programme requirements.
- The supervisor informally discusses with the student their concerns about specific behaviours that are considered unsafe, unprofessional or unacceptable.
- The student is informed that this is a verbal warning and a formal process may follow if unsatisfactory behaviour continues.
- A specific time frame is established with the student for demonstration of altered behaviour(s).
- A time is set for a follow-up discussion with the student at the end of the time frame.
- If correction of behaviour(s) has not occurred, the process proceeds to **Step 2**.

- **Formal grievance procedure**

A formal procedure is initiated if no reasonable effort has been made by the student to modify unacceptable behaviour by the end of the given time frame.

- The supervisor documents an objective account of the circumstances or incident.
- Following a formal, confidential dialogue between the supervisor and the student addressing the behaviour requiring correction, the document is signed by both parties.
- The **professional placement coordinator** is informed of the incident and the formal grievance process, and is sent a copy of all relevant documentation.
- The professional placement coordinator will contact the student to discuss the situation.
- The professional placement coordinator will advise the **Sport and Exercise program coordinator**.
- The student is assisted to redeem the grievance process through negotiated contract which specifically addresses the behaviours of concern.
- If the contract is satisfactorily redeemed within a given time frame, then the documents remain on the student's confidential record and the incident closed.
 - If the student fails to redeem the contract, the **Sport and Exercise program coordinator** will then determine the appropriate course of action (e.g., removal of the student from the professional placement).