



## Extenuating Circumstances for non-attendance at organised placements in Education courses

### INTRODUCTION

The School of Education is committed to the equitable and timely allocation of student placements. Placements will be scheduled as per the placement calendar available in the 'Student Resources' tab of the InSchool website ([www.cdu.edu.au/education/inschool](http://www.cdu.edu.au/education/inschool)) and students are expected to attend all organised placements. However, it is acknowledged that extenuating circumstances may occur where the student cannot undertake an arranged placement.

### INTENT

To develop guidelines to ensure that students are aware of the process for the consideration of extenuating circumstances when requesting a change to confirmed placement dates.

**Present Problem:** Cancellation of student placements may incur financial costs to the University and threatens CDU's professional reputation and the goodwill of our external placement providers.

### PROCESS

1. It is expected that students will inform the Office of Professional Experience and Placements (OPEP) by emailing [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au) of any special circumstances that may prevent them undertaking placement according to the dates recommended on the placement calendar. These circumstances may or may not meet the criteria of these Extenuating Circumstances Guidelines. Examples which may not be deemed extenuating circumstances include childcare, work and holidays.
2. If a student has a confirmed placement but later decides they cannot attend due to extenuating circumstances, the student must complete the form at the end of this document, email it to [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au) and state their case with a detailed covering letter and supporting evidence such as a medical certificate or a police case number. Statutory declarations will not be accepted.
3. The Office of Professional Experience and Placements will complete a preliminary assessment of the application which will be forwarded to the Director of Professional Experience along with the student's placement and email history.

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4. A Placement Officer or the Manager (OPEP) will notify the student of the outcome.
5. If the student's application is supported, the placement will be cancelled. Another placement will be negotiated for the student following consultation between a Placement Officer and the student. Students may be required to provide further evidence (e.g being fit and ready to return to practice) before a new placement is sought.
6. If the application is not supported, the student will be expected to attend the original placement. If the student does not attend, a fail grade for the unit will be awarded.

**Factors considered as extenuating circumstances**

1. **Ill health and unexpected medical conditions:** Students are expected to submit a medical certificate to OPEP when applying for extenuating circumstances. This certificate must include the dates that the student is deemed unfit.
2. **Car accident or sudden theft of Motor Vehicle:** Lack of access to a motor vehicle is not usually grounds to refuse a placement if public transportation is available. However, students who *unexpectedly* lose access to their mode of transportation immediately prior to their placement can supply the police number as proof to apply for extenuating circumstances. The police case number and incident report must be emailed when applying for extenuating circumstances.
3. **Unforeseen family issues:** Bereavement, serious illness of a family member or personal/family trauma. The matter will be dealt with on a case-by-case basis.
4. **Military deployment and legal commitments:** Students who are aware of these commitments in advance should reconsider whether they should enrol in a placement unit. If deployment, jury duty or other legal commitments arise unexpectedly, the student must provide evidence to OPEP. The matter will be dealt with on a case-by-case basis.
5. **National Emergencies:** Students who live in an area facing a state of emergency or emergency situation need to contact OPEP as soon as possible to discuss placement options. The matter will be dealt with on a case-by-case basis.

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### **Factors not considered as extenuating circumstances**

1. **Work Commitments:** When enrolling in a placement unit students agree to be available for a placement when arranged by OPEP. Students should inform their employer of impending placement requirements before enrolling to ensure they can be absent from the workplace for the required time to undertake placement.
2. **Recreational holidays:** If students have pre-paid holidays for a particular semester they are advised to wait until the next study period to enrol in a placement unit. Alternatively they should inform OPEP by emailing [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au) with their intended plans and supporting documentation of the dates the travel was booked. CDU will aim to accommodate these dates if given timely notice, but already booked holidays are not considered an extenuating circumstance.
3. **Pre-placement requirements not current:** It is the student's responsibility to ensure all pre-placement requirements are up to date. If documents expire two weeks prior to or during placement, the placement may be withdrawn and the student may fail the unit.
4. **Childcare:** It is expected that when students enrol in a placement unit they will have arranged child care. If students have concerns regarding childcare they must email OPEP at the beginning of the semester before being offered a placement. OPEP offers no guarantee to accommodate the student's circumstances.
5. **Distance:** OPEP endeavours to source placement within a student's home State or Territory and as close as possible to where the student lives. However, as placements are given at the discretion of education facilities this is not guaranteed. Students may need to travel for up to 1.5 hours each way in order to attend placement.
6. **Public Transport:** OPEP cannot guarantee requests contingent on public transport. If students are reliant on public transport they must inform OPEP via email at the beginning of the semester, if they believe that this will restrict placement options. In some cases, students may need to find accommodation closer to the venue for the duration of placement.

The Placement Office is located in Blue 5.1.12 on the Casuarina Campus and can be visited in person between 8am and 4pm Monday to Thursday and 8am to 3pm on Friday.

Email enquiries can be sent to [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au).

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**Section 1**

Student Name: \_\_\_\_\_  
 Student ID: \_\_\_\_\_  
 Home State: \_\_\_\_\_  
 Unit Code: \_\_\_\_\_  
 Semester and year of enrolment in unit: \_\_\_\_\_  
 Placement Facility: \_\_\_\_\_  
 Placement Start Date: \_\_\_\_\_  
 Placement End Date: \_\_\_\_\_

**Section 2**

I wish to apply to cancel my placement under the 'Extenuating Circumstances for non-attendance at organised placements in Education courses' guidelines for the following reason (please tick the relevant box):

<input type="checkbox"/>	Health (student)	<input type="checkbox"/>	Military deployment or legal commitments (student)
<input type="checkbox"/>	Car accident or sudden theft of motor vehicle	<input type="checkbox"/>	National Emergency
<input type="checkbox"/>	Unforeseen family circumstances (bereavement, serious illness of a family member or personal/family trauma)		

This is my [1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> \_\_\_\_] request to cancel a placement.

I have outlined my circumstances and attached evidence to support my application (please tick the relevant box):

<input type="checkbox"/>	Medical Certificate (medical certificates must include a start and end date)	<input type="checkbox"/>	Evidence of military deployment or legal commitments
<input type="checkbox"/>	Police case number and incident report of accident	<input type="checkbox"/>	Evidence of an unforeseen family circumstances

**Section 3**

I understand that the following are NOT considered to be Extenuating Circumstances and I am not applying to cancel my placement due to:

- Work Commitments
- Recreational Holidays
- Pre-placement requirements not current
- Childcare
- Distance to travel
- Public transport
- Financial situation

Signature:.....Date:.....

OPEP / CDU Academic

Approved  Not Approved

Signature:.....Date:.....