

## Work-Integrated Learning (WIL)

### Change in Placement Allocation

The Faculty of Health at Charles Darwin University (CDU) aims to ensure that placements are allocated in a timely manner to ensure that students can undertake their studies according to their study plan and graduate on time. When students accept an offer into their course, they acknowledge that they are required to undertake placements as indicated by their course study plan. Students are expected to organise their personal, work, and other commitments to enable them to attend their placement as scheduled.

The sourcing of placements can be difficult and competitive, with many host organisations prioritising students studying at local universities. This means students may be offered a placement outside of the CDU semester dates if this is the only placement available in their location (students can be expected to travel up to 120 minutes each way to attend their placement). The faculty is also aware that sometimes, for various reasons, students may need to change their placement arrangements once they have been allocated. In these circumstances, students can request a '*Change in Placement Allocation*'. This allows students to have their placement reviewed and possibly changed, ensuring a fair and equitable process.

Requests for a Change in Placement Allocation will only be granted for significant extenuating circumstances (including compassionate or circumstances outside of the student's control) and will be determined on a case-by-case basis at the sole discretion of the Associate Dean Work-Integrated Learning (ADWIL), in consultation with the Unit and/or Course Coordinator.

The following are examples of situations that **will not be** considered as a valid reason for changing placement allocations:

- Pre-existing work or business commitments, including scheduled working hours or study.
- Travel and accommodation requirements, including any previously agreed requirements outside of the 2-hour expectation.
- Weddings or other celebratory events.
- External activities such as clubs and organisations.
- Moving house.
- Preference or previous experience with a host organisation.
- Any other situation that the Faculty of Health deems is not sufficient to grant reallocation.

Examples of situations that **will be** considered as significant extenuating circumstances include, but are not limited to:

- [Conflict of interest](#) – having a relative in the host organisation (as a patient or staff member).
- Unforeseen acute illness, injury, or surgery of self or immediate family.
- Compassionate or circumstances outside of the student's control.
- Other extenuating circumstances outside of the student's control (such as jury duty).
- Unexpected Emergency Services, Country Fire Authority, or Australian Defence Force commitments.
- National & local emergencies.

Students who are aware of any of these situations in advance should reconsider whether they should enrol in their placement unit. If a student wishes to change their placement, they will need to apply to the Faculty of Health for a '*Change in Placement Allocation*'. All applications *must have relevant supporting documentation* (such as a medical certificate, a statutory declaration, a copy of an accident

report, etc). Students may be asked to clarify any of the information or provide additional supporting information/documentation. Any requests that are made by means other than submitting this form **will not be** accepted.

Each request will be assessed on a case-by-case basis and only approved if there are extenuating circumstances. Submitting a request does not guarantee the student will have their placement changed, and students should therefore make all reasonable efforts to attend the allocated placement.

If the request is *approved* and there's another placement available, it will be offered to the student. If there is no alternative placement available, the student will be offered a placement at the next available opportunity, however, this may be outside of the current semester offerings. This could therefore delay the student's progression, and it is suggested that the student consults their Course Coordinator before submitting the form.

If the student's request is **not approved** and they cannot attend the allocated placement, and it is *before the census date*, students are encouraged to withdraw from the placement unit and re-enrol at the next suitable offering. If *after the census date*, students are expected to attend the original placement. If the student does not attend the placement, a **fail grade** will be awarded for the unit.

Students can expect an outcome from their submission within five (5) working days. If the request is approved, the WIL team will contact the Host Organisation, and the placement will be cancelled. Students will be notified of the new placement via InPlace.

SECTION ONE: Student Details	
Student Name:	Student ID:
Student Address:	
University Email:	Mobile:
Course Name:	Course Code:

SECTION TWO: Placement Details (for the placement you are requesting to change)	
Host Organisation Name:	
State Location:	Unit Code:
Start Date: ...../...../.....	End Date: ...../...../.....
Date Placement was allocated: ...../...../.....	

### SECTION THREE: Extenuating Circumstances

Please provide a detailed statement to support your request for a 'Change in Placement Allocation' and attach any supporting documentation.

Please indicate if you have spoken to your course coordinator and are aware of the impact this may have on your study plan and completion of your degree.

☐ Yes

☐ No

Please indicate the attachments:

- Medical certificate/letter
- Police case number
- Statutory declaration
- Other

☐ Yes

☐ No

☐ Yes

☐ No

☐ Yes

☐ No

☐ Yes

☐ No

By signing this form, I declare that I have read and understand this information.

I have truthfully provided information regarding my current situation, and I understand that a false declaration will be dealt with under the code of conduct.

I acknowledge that my personal information has been collected by Charles Darwin University to determine my ability to safely undertake a professional placement. This information will only be used for the purpose it was collected in accordance with the [Information Act 2002](#), [Privacy Act 1988](#), and the university's [Privacy and Confidentiality Policy](#).

Signature:

Date: ...../...../.....

*Once completed please submit to [FoH\\_placements@cdu.edu.au](mailto:FoH_placements@cdu.edu.au)*