School of Design, Communication and Information Technology

DESIGN PROFESSIONAL STUDIES

GUIDELINES FOR SUPERVISING DESIGN STUDENTS 2013
Thank you for providing this placement opportunity for a University of Newcastle Design Undergraduate. Hands-on professional practice forms a vital part of their learning experience and we hope this will be a positive experience for both the student and their host organisation.

Students will approach potential organisations to host a professional placement as part of their third year design studies at the University of Newcastle. Each student will provide a curriculum vitae and digital portfolio to the host organisation. If the organisation agrees to host a professional placement, the student will ask the host organisation representative (i.e. the supervisor) to complete the online Placement Agreement Form. [http://survey.newcastle.edu.au/TakeSurvey.aspx?SurveyID=72KM8n2](http://survey.newcastle.edu.au/TakeSurvey.aspx?SurveyID=72KM8n2)

Please read this form carefully, preferably with the student present. It asks for a brief outline of the student’s agreed role and tasks, as well as times to attend. This can be a good time to discuss the scope of the placement for both student and host organisation.

The course requires the host organisation to commit to a placement of 80 hours. This may be completed in a single block (e.g. 10 days at 8 hours a day), or a combination of block and intermittent times. The specific dates and times must be arranged and agreed in consultation with the supervisor before the placement begins. The host organisation will also be involved in the assessment by completing a feedback survey at the completion of the placement.

After reading the guide, if you have any questions about the professional placement, please contact the Course Coordinator.

Jane Shadbolt
Lecturer in Visual Communications
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School of Design, Communication and Information Technology
Faculty of Science and IT
University of Newcastle
Callaghan NSW 2308
Ph +61 2 4921 6369
SOME POINTS TO CONSIDER:

**Be clear about your expectations of the student.**

When your student starts the professional placement in your workplace help your student by articulating clearly what you expect. You should have some idea of what you want from the student based on the information provided on the online **Placement Agreement Form.** Go over it with the student. Your student doesn’t want to “stuff up” or look like a “failure”.

**Remember, the student will have the education but maybe not the real world experience just yet.**

Supervisors should provide an orientation for the student. Welcome your student to the workplace both formally and informally. Introduce the student to other members of your workplace team and let the student know that you and your organisation are happy that he or she is here. Emphasise that questions are OK.

**Assist the student to “fit in” and learn the basics of your organisation; how it functions and the nature of how the student will interact with colleagues.**

- Provide an overview of your organisation and/or department
- Provide a clear direction on the number of hours to be worked (as per the Placement Agreement Form), appropriate attire, phone etiquette, work ethic, office decorum, resources, and other similar issues
- Review the student’s responsibilities and discuss expectations of the placement for both student and your organisation.
- Outline any organisational processes for obtaining approvals, expenses, and notifying absences
- Consider providing the student with not just a supervisor but also a mentor. A mentor can be a source of additional information about the organisation.

**Providers should provide practical experience.**

The nature of the work placement should be the equivalent of an entry-level professional or more advanced work depending on the skills and experience of the student. Providers should minimise administrative and clerical duties. Duties such as photocopying and filing should be no greater than other colleague. Students should not “shadow” or observe a mentor but be actively engaged and making contributions to the host provider.

**Don’t just assume your student will know how to do something in the way you want it done. Provide instruction as you set the task.**

Expect the student to make mistakes, and help fix them. A mistake could be the result of inexperience or failing to think ahead or a difference of communication styles. The student will appreciate your assistance and the development of a working relationship.

**Help the student to show you what he or she is good at.**

Help the student to feel secure in your workplace and a part of your team, so the student can demonstrate his or her skills.
Does the student need a special clearance to work in your organisation?

Please help us to ensure any additional documentation particular to your organisation (e.g. a health check, Prohibited Employment Declaration, or a Criminal Record Check) is completed prior to the student commencing the placement.

Students will complete a report on their placement. This will include:

1. A journal of their workplace experience
2. An academic report analysing the modes of communication and discourses within the host organisation
3. A portfolio that demonstrates the type of work they have undertaken. This can be examples of work they done whilst on placement or, if issues of confidentially arise, an equivalent substitute.

It will be helpful to the student if the placement is concluded with a formal final evaluation of some kind so the student and organisation may share results and provide feedback to each other on the experience.

We will contact you

The Course Coordinator will contact the host organisation, by email initially to ask the placement supervisor a series of questions about the student’s attitude, compatibility with the professional work environment, and suitability for the profession. These questions are contained in the online Placement Feedback Survey Form. Your response will form part of the student’s assessment.

What to do if you have a problem with the placement

If you have an issue with the student’s workplace performance, counsel the student as you would any other employee and contact the Course Coordinator immediately. Let us know so a small issue can be resolved quickly and easily early in the placement rather than at the end of a placement when it may be too late.

What happens if a student is injured while on a placement?

The University of Newcastle currently has in force a Personal Accident and Injury Insurance Policy (Appendix 1) for all enrolled students (undergraduate and postgraduate) on a 24 hour day basis 365 days a year. The policy provides cover whilst the student is engaged in course related activities and/or practical placement or community placement activities. It is an accident cover only and does not cover illness.

Once again, thank you for providing our students with an important learning experience.
APPENDICES

Appendix 1 – Insurance Information. Liability and Personal Accident Insurance for Students on Placement and Confirmation of Insurance documents for

- Corporate Travel
- Professional Indemnity
- General and Product Liability
- Group Personal Accident

The University of Newcastle Student Placement Policy:
Certificate of Placement – Corporate Travel

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:** University of Newcastle and its Affiliates

**Insurer(s):** Richard Oliver Underwriting Managers on behalf of Chubb Insurance Company of Australia Limited

**Policy Number:** 93123224

**Period of Insurance:**
- From: 4.00pm 1 November 2012
- To: 4.00pm 1 November 2013
  Both Local Standard Time at the Insured’s head office

**Insured Persons:**
- **Category A**
  Vice Chancellor of the Policyholder including their Accompanying Spouse / Partner and/or Dependent Child(ren)

- **Category B**
  All Employees, Representatives and Members of the Council (excluding students) of the Policyholder including their Accompanying Spouse/Partner and/or Dependent Child(ren)

- **Category C**
  All full-time, part-time students, post-graduate students, active life members, active associated members, appointed officials, voluntary workers, work experience personnel, and any other authorised persons of the Policyholder

- **Category D**
  All authorised visitors, scholarship holders, persons on research activities, persons receiving funding from authorised outside bodies and any other authorised persons associated with the scholastic activities of the Policyholder

Disclaimer:
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To Whom It May Concern

Issue Date: 1 November 2012

Scope of Cover: Cover under the Policy applies whilst an Insured Person is on a Journey (as defined)

Journey Definition: Journey shall mean any trip involving travel from the Insured Person’s normal place of residence or business premises and shall start from the time of leaving home or normal place of business (whichever is left last) and continue until arrival back at home or normal place of business (whichever is reached first). Every day commuting shall not be regarded as a Journey. The maximum duration of any one trip shall be 365 days, although after 180 days only Medical and Additional Expenses coverage will apply. Furthermore personal leisure travel is limited to a maximum of 4 weeks any one Journey.

Age Limits: 85 years

Aggregate Limit of Liability:

- Personal Injury (any one Accident or Occurrence) $4,500,000
- Non-Scheduled Air Travel $450,000
- Extra Territorial Workers Compensation $1,000,000
- Kidnap- Ransom and Extortion $1,000,000
- Political Evacuation & Natural Disaster Expenses $200,000

Schedule of Benefits: Per person

<table>
<thead>
<tr>
<th>Section 1 - Personal Injury</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category A</strong></td>
<td></td>
</tr>
<tr>
<td>Event 1 – Accidental Death</td>
<td>450,000</td>
</tr>
<tr>
<td>Event 2 - Permanent Total Disablement</td>
<td>450,000</td>
</tr>
<tr>
<td>Events 3-19 - Other Permanent Disablement</td>
<td>450,000</td>
</tr>
<tr>
<td>Event 20 - Temporary Total Disablement (85% of income to a maximum of)</td>
<td>4,500</td>
</tr>
<tr>
<td>Spouse / Partner</td>
<td></td>
</tr>
<tr>
<td>Event 1 – Accidental Death</td>
<td>150,000</td>
</tr>
<tr>
<td>Event 2 - Permanent Total Disablement</td>
<td>150,000</td>
</tr>
<tr>
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## Dependent Children
- **Event 1 – Death**
- **Event 2 - Permanent Total Disablement**
- **Events 3-19 - Other Permanent Disablement**
- **Event 20 - Temporary Total Disablement**

## Category B
- **Event 1 – Accidental Death**
  - (5 x income to a maximum of)
- **Event 2 - Permanent Total Disablement**
- **Events 3-19 - Other Permanent Disablement**
- **Event 20 - Temporary Total Disablement**
  - (85% of income to a maximum of)

## Spouse / Partner
- **Event 1 – Accidental Death**
- **Event 2 - Permanent Total Disablement**
- **Events 3-19 - Other Permanent Disablement**
- **Event 20 - Temporary Total Disablement**
  - (85% of income to a maximum of)

## Dependent Children
- **Event 1 – Accidental Death**
- **Event 2 - Permanent Total Disablement**
- **Events 3-19 - Other Permanent Disablement**
- **Event 20 - Temporary Total Disablement**
  - (85% of income to a maximum of)

## Category C
- **Event 1 – Accidental Death**
- **Event 2 - Permanent Total Disablement**
- **Events 3-19 - Other Permanent Disablement**
- **Event 20 - Temporary Total Disablement**
  - (85% of income to a maximum of)

## Spouse / Partner
- **Event 1 – Accidental Death**
- **Event 2 - Permanent Total Disablement**
- **Events 3-19 - Other Permanent Disablement**
- **Event 20 - Temporary Total Disablement**
  - (85% of income to a maximum of)

## Category D
- **Event 1 – Accidental Death**
- **Event 2 - Permanent Total Disablement**
- **Events 3-19 - Other Permanent Disablement**
- **Event 20 - Temporary Total Disablement**
  - (85% of income to a maximum of)

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## Section 2 – Medical Expenses
Unlimited

## Section 3 – Emergency Medical Evacuation
Unlimited

## Section 4 – Repatriation of Mortal Remains
25,000

## Section 5 – Cancellation and Curtailment Expenses
Unlimited

## Section 6 – Personal Liability
20,000,000

## Section 7 – Luggage, Personal Effects, Travel Documents
- Money and Credit Cards: 10,000
- Portable Business Equipment: 5,000

## Section 8 - Alternative Employee / Resumption of Assignment:
20,000

## Section 9 - Rental Vehicle, Collision Damage & Theft Excess Cover
10,000

## Section 10 - Missed Transport Connection:
5,000

## Section 11 - Extra Territorial Workers Compensation
- Common Law: 1,000,000
- Weekly Benefits: 1,000

## Section 12 – Kidnap, Ransom & Extortion
- Maximum Per Event: 20,000

## Section 13 - Political and Natural Disaster Evacuation
- Maximum Per Person: 20,000

## Section 14 – Corporate Travellers Family Assistance
Refer to policy

### Deductible:
Nil, except as follows:
- Temporary Total Disablement Weekly Benefits – Injury: 7 days
- Emergency Home Help: 7 days
- Student Tutorial: 7 days
- Bed Care: 48 hours
- Non Medicare Medical Expenses: $50
- Portable Business Equipment: $500
- Overbooked flight: 8 hours

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Signed for and on behalf of
Willis Australia Limited

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Certificate of Placement – Professional Indemnity

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:**
- The University of Newcastle
- Newcastle Innovation (formally TUNRA)
- Gradschool.com Pty Ltd
- UoN Services Pty Ltd
- UoN Foundation Pty Ltd
- Hunter Uni Clinics Pty Ltd as Trustee for Cessnock Uni-Clinics Trust
- UoN Singapore Pte Ltd
- Newcastle University Sport (NUSport) Not for profit organisation limited by guarantee
- Central Coast Campus union Ltd trading as Campus Central.
- NUSA (Newcastle University Student Association)
- NUPSA (Newcastle University Postgraduate Student Association)
- Family Action Centre
- Newcastle Legal Centre

**Insurer(s):**
- Vero Insurance Limited
  ABN: 48 005 297 807

**Policy Number:**
LPP010737377

**Limit of Indemnity:**
$20,000,000 Any One Claim / $40,000,000 in the Aggregate

**Retroactive Date:**
Unlimited, excluding known claims and/or circumstances

**Expiry Date:**
4:00pm, 1st November 2013
Issue Date: 31st October 2012

To Whom It May Concern

Signed for and on behalf of
Willis Australia Limited

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CONFIRMATION OF PROTECTION

University of Newcastle

Certificate of Entry No: UL NEW 13

GENERAL AND PRODUCT LIABILITY PROTECTION

This is to certify that University of Newcastle (the Member) is a member of Unimutual Limited (the Mutual) and has the right to claim protection on behalf of a protected person or entity for General and Product Liability risks in accordance with the Mutual's Rules, Constitution, Protection Wordings and the Member's Certificate of Entry.

Summary of Member's Protection *

<table>
<thead>
<tr>
<th>Class:</th>
<th>General &amp; Product Liability</th>
</tr>
</thead>
</table>
| Protection Period: | From : 16.00 hours EST on 1 November 2012  
To     : 24.00 hours EST on 31 October 2013 |
| Protection:     | For liabilities arising from personal injury (including death) and property damage in connection with the Member’s business or from products manufactured, sold or supplied by the Member. Protection is subject to certain terms, exclusions, conditions and limitations. |
| Situation:      | Anywhere in the world other than operations domiciled and/or entities incorporated in USA/Canada. |
| Limit of Protection: | $20,000,000 any one occurrence other than liability arising out of Products which is limited to $20,000,000 in the aggregate. |
| Special Comments: | * This is only a general summary of the Protection. The Protection is subject to Unimutual's Rules, Constitution, Protection Wording and the Member's Certificate of Entry. |

This Certificate confers no rights on the Certificate holder.

Signed for and on behalf of Unimutual Limited.

........................................  ................01/11/12.............
Unimutual Limited                      Date
Confirmation of Placement: Group Personal Accident

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:** The University of Newcastle

**Insurer:** Chubb Insurance Company

**Policy Number:** 93123225

**Covered Persons:**

- **Category A**
  - Vice Chancellor of the Policyholder

- **Category B**
  - All Employees, Representatives, Members of the Council and visiting academics of the Policyholder

- **Category C**
  - All full-time, part-time students, post-graduate students, active life members, active associated members, appointed officials, voluntary workers, work experience personnel, and any other authorised persons of the Policyholder

- **Category D**
  - All authorised visitors, scholarship holders, persons on research activities, persons receiving funding from authorised outside bodies and any other authorised persons associated with the scholastic activities of the Policyholder

**Scope of Cover:**

- **Category B only**
  - Cover under the Policy applies to all those hazards to which a Covered Person is exposed whilst actually engaged in approved university related activities including but not limited to university sports, practical placement, community placement activities, work experience, exchange and voluntary work including necessary direct travel to and from such activities on behalf of the Policyholder. Provided always that the Policy shall only apply in respect of such activities officially organized, supported and/or endorsed by the Policyholder.

- **All other Categories**
  - Cover under the Policy applies to all those hazards to which a Insured Person is exposed whilst actually engaged in approved university related activities including but not limited to university sports, practical placement, community placement activities, work experience, exchange and voluntary work including necessary direct travel to and from such activities on behalf of the Policyholder. Provided always that the Policy shall only apply in respect of such activities officially organised by and under the control of the Policyholder.

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**Situation and/or Premises:** Worldwide

**Currency:** All amounts shown are expressed in Australian Dollars, unless specified otherwise

**Age Limits:** 85 years

**Aggregate Limit of Liability:**
- Any one Period of Insurance $4,500,000
- Non-Scheduled Air Travel $450,000

**Benefits (Per person):**

**Category A**
1. Capital Benefits
   - Event 1 – Accidental Death $450,000
   - Event 2 – Permanent Total Disablement $450,000
   - Events 3 – 15 Other Permanent Disablement $450,000

2. Weekly Injury Benefit
   - Temporary Total Disablement - 85% of Income to a maximum of $4,500

3. Weekly Sickness Benefit
   - Temporary Total Disablement Not Insured

4. Broken Bones Benefit
   - Insured

**Category B**
1. Capital Benefits
   - Event 1 – Accidental Death
     - 5 x annual Income to a maximum of $300,000
   - Event 2 – Permanent Total Disablement
     - 5 x annual Income to a maximum of $300,000
   - Events 3 – 15 Other Permanent Disablement
     - 5 x annual Income to a maximum of $300,000

2. Weekly Injury Benefit
   - Temporary Total Disablement - 85% of Income to a maximum of $3,000

3. Weekly Sickness Benefit
   - Temporary Total Disablement Not Insured

4. Broken Bones Benefit
   - Insured

**Category C**
1. Capital Benefits
   - Event 1 – Accidental Death $100,000
   - Event 2 – Permanent Total Disablement $100,000
   - Events 3 – 15 Other Permanent Disablement $100,000

2. Weekly Injury Benefit
   - Temporary Total Disablement 85% of Income to a maximum of $500

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3. Weekly Sickness Benefit
Temporary Total Disablement Not Insured

4. Broken Bones Benefit Insured

Category D
1. Capital Benefits
   Event 1 – Accidental Death $ 100,000
   Event 2 – Permanent Total Disablement $ 100,000
   Events 3 – 15 Other Permanent Disablement $ 100,000

2. Weekly Injury Benefit
   Temporary Total Disablement 85% of Income to a maximum of $ 1,500

3. Weekly Sickness Benefit
   Temporary Total Disablement Not Insured

4. Broken Bones Benefit Insured

Deductible:
Nil, except as follows
- Temporary Total Disablement Weekly Benefits – Injury 7 days
- Emergency Home Help 7 days
- Student Tutorial 7 days
- Bed Care 48 hours
- Non Medicare Medical Expenses $ 50

Expiry Date: 4.00pm, 1 November 2013

Signed for and on behalf of
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