The University of Newcastle  
DESN3053 Design Projects 5B: Design Directions 2  
Information for Placement Providers

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

Students approach potential organisations to host a professional placement as part of their third year of 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.  

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 Placement Coordinator on bettina.hodgson@newcastle.edu.au

Bettina Hodgson  
Industry Associate in Design  
Room D211  
School of Design, Communication and Information Technology  
Faculty of Science and IT  
University of Newcastle  
Callaghan NSW 2308  
E: bettina.hodgson@newcastle.edu.au
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 colleagues. 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. A report analysing the professional experience
3. A visual portfolio demonstrating the type of work they have undertaken. This can be examples of work completed whilst on placement or, if issues of confidentiality 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 Placement 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 Placement 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:
Issue Date: 31 October 2014

To Whom It May Concern

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: The University of Newcastle
Newcastle Innovation Ltd
UoN Services Limited
UoN Singapore Pte Ltd
Newcastle University Sport (NUSport)
Central Coast Campus Union Ltd T/as Campus Central
NUSA (Newcastle University Student Association Incorporated)
NUPSA (Newcastle University Postgraduate Student's Association)

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 2014
To: 4.00pm 1 November 2015
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, Conjoints, 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, Financial Members of NUSport and any other authorised persons of the Policyholder

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Issue Date: 31 October 2014

To Whom It May Concern

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

Journey Definition:
Journey means any journey which:

1. Commences during the Period of Insurance;
2. Is undertaken on Your behalf for a business purpose;
3. Is authorised by You; and
4. Does not exceed one hundred & eighty (180) days

A Journey commences at the time the Insured Person leaves the Insured Person's normal place of residence or work, whichever is the place of departure for the Journey, or at the Policyholder's discretion, upon commencement of University authorised business or activities. A Journey ends at the time the Insured Person returns to the Insured Person's normal place of residence or work, or completes the University authorized business or activities, whichever occurs first.

A Journey does not include any normal commutation travel between the Insured Person's normal place of residence and normal place of work.

The maximum duration of any one trip shall be 365 days, although after 180 days only Medical & Additional Expenses will apply.

Situation:
Worldwide excluding travel to Cuba and/or Iran.

NB: Limited cover applies to claims arising from War or Civil War in the following countries:

Afghanistan, Chechnya, Iraq, and Somalia

NB: Exclusions apply to claims where trade or economic sanctions or other laws or regulations prohibit the Insurer, its parent company or its ultimate controlling entity from providing the insurance;

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Telephone: +61 9285 4000
Fax: +61 9283 5268
Website: www.willis.com
Direct Line: +61 9285 4173
Email: stevensonkk@willis.com

Willis Australia Ltd
ABN 90 000 321 237
AFSL No 240600
Issue Date: 31 October 2014

To Whom It May Concern

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

Age Limits: The policy does not cover any insured person unless at the date of the claim they are under ninety (90) years of age or:

a. in respect of Section 1 – Personal injury Event 20 Temporary Total Disablement and Event 21 Temporary Partial Disablement is under seventy-five (75) years of age.
b. in respect of Section 1 - Personal injury Event 2 Permanent Total Disablement is under seventy-five (75) years of age.
c. in respect of Section 1 – Personal injury Event 20 Temporary Total Disablement and Event 21 Temporary Partial Disablement the total benefit period is limited to 52 weeks for Insured Persons who have attained the age of sixty five (65) years.

Aggregate Limit of Liability:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Injury (any one Accident or Occurrence)</td>
<td>$4,500,000</td>
</tr>
<tr>
<td>Non-Scheduled Air Travel</td>
<td>$450,000</td>
</tr>
<tr>
<td>Extra Territorial Workers Compensation</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Kidnap- Ransom and Extortion</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Political Evacuation &amp; Natural Disaster Expenses</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

Schedule of Benefits:

<table>
<thead>
<tr>
<th>Category A</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 - Personal Injury</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>
<td>Events 3-19 - Other Permanent Disablement</td>
<td>150,000</td>
</tr>
<tr>
<td>Event 20 - Temporary Total Disablement (85% of income to a maximum of)</td>
<td>4,500</td>
</tr>
</tbody>
</table>

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### To Whom It May Concern

**Issue Date:** 31 October 2014

### Compensation Details for Dependent Children
<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event 1 - Death</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Event 2 - Permanent Total Disablement</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Events 3-19 - Other Permanent Disablement</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Event 20 - Temporary Total Disablement</td>
<td>Not Insured</td>
<td></td>
</tr>
</tbody>
</table>

### Category B
- **Event 1 – Accidental Death:** (5 x income to a maximum of) 300,000
- **Event 2 - Permanent Total Disablement:** (5 x income to a maximum of) 300,000
- **Events 3-19 - Other Permanent Disablement:** (5 x income to a maximum of) 300,000
- **Event 20 - Temporary Total Disablement:** (85% of income to a maximum of) 3,000

### Spouse / Partner
- **Event 1 – Accidental Death:** 150,000
- **Event 2 - Permanent Total Disablement:** 150,000
- **Events 3-19 - Other Permanent Disablement:** 150,000
- **Event 20 - Temporary Total Disablement:** (85% of income to a maximum of) 3,000

### Category C
- **Event 1 – Accidental Death:** 100,000
- **Event 2 - Permanent Total Disablement:** 100,000
- **Events 3-19 - Other Permanent Disablement:** 100,000
- **Event 20 - Temporary Total Disablement:** (85% of income to a maximum of) 500
- **Spouse / Partner:** Not Insured

### Category D
- **Event 1 – Accidental Death:** 100,000
- **Event 2 - Permanent Total Disablement:** 100,000
- **Events 3-19 - Other Permanent Disablement:** 100,000
- **Event 20 - Temporary Total Disablement:** (85% of income to a maximum of) 1,500
- **Spouse / Partner:** Not Insured

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Issue Date: 31 October 2014

To Whom It May Concern

Coverage Sections 2 -12 (All Categories)

2. Overseas Medical & Evacuation Expenses $ Unlimited
3. ISOS Emergency Response $ Included
4. Loss of Deposits, Cancellation & Curtailment Expenses $ Unlimited
5. Luggage $ 10,000
   - Money and Travel Documents $ 5,000
   - Portable Business Equipment $ 10,000
   - Deprivation of Baggage $ 3,000
6. Rental Vehicle Excess $ 10,000
7. Missed Transport Connection & Overbooked Flights
   - Missed Transport $ 20,000
   - Overbooked Flights $ 2,500
8. Personal Liability $ 20,000,000
9. Alternate Employee or Resumption of Assignment Expenses $ 20,000
10. Kidnap, Ransom & Extortion – Maximum per event $ 500,000
    - Hijack & Detention $ 20,000
11. Extraterritorial Workers Compensation
    - Event Benefit $ 2,000,000
    - Weekly Benefit $ 1,000
12. Political Unrest & Natural Disaster Evacuation
    - Max per person $ 20,000

Deductibles:

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

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 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:** Newline Australia Insurance Pty Ltd on behalf of Newline Syndicate 1218 at Lloyds

**Policy Number:** 10040

**Limit of Indemnity:** $20,000,000 any one claim and $40,000,000 in the aggregate (costs in addition except for US Claims)
Issue Date: 31 October 2014

To Whom It May Concern

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

Territorial Limits: Worldwide

Jurisdictional Limits: Worldwide

Expiry Date: 4.00pm, 1 November 2015

Vanessa Tran

Signed for and on behalf of
Willis Australia Limited

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Certificate of Placement – General and Product Liability Protection

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:

Member:
- The University of Newcastle
- Newcastle Innovation Ltd
- UoN Services Limited
- UoN Singapore Pte Ltd
- Newcastle University Sport (NUSport)
- Central Coast Campus Union Ltd T/as Campus Central
- NUSA (Newcastle University Student Association Incorporated)
- NUPSA (Newcastle University Postgraduate Student's Association)

Insurer: Unimutual

Policy Number: NEW 15 GPL

Period of Insurance: 00:00 Hours Eastern Standard Time; 01 November 2014
24:00 Hours Eastern Standard Time, 31 October 2015

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.

Geographical Limit: Anywhere in the world other than operations domiciled and/or entities incorporated in USA/Canada.

Limit of Protection: $20,000,000 any one occurrence in respect of Public Liability
$20,000,000 any one occurrence and in the aggregate in respect of Products Liability

In all instances, cover afforded is subject to the Policy terms, conditions and exclusions. Any queries concerning these insurance arrangements should be addressed to this office.

Signed for and on behalf of
Willis Australia Limited

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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
- Newcastle Innovation Ltd
- UoN Services Limited
- UoN Singapore Pte Ltd
- Newcastle University Sport (NUSport)
- Central Coast Campus Union Ltd T/as Campus Central
- NUSA (Newcastle University Student Association Incorporated)
- NUPSA (Newcastle University Postgraduate Student’s Association)

**Insurer:**
Chubb Insurance Company

**Policy Number:**
93123225

**Period of Insurance:**
- From: 4.00pm 1 November 2014
- To: 4.00pm 1 November 2015
  Both Local Standard Time at the Insured’s head office

**Covered Persons:**

**Category A**
Vice Chancellor of the Policyholder

**Category B**
All Employees, Conjoints, 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, financial members of NuSport 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

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Scope of Cover: 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.

Situation and/or Premises: Worldwide as defined in the policy

NB: Exclusions apply to claims where trade or economic sanctions or other laws or regulations prohibit the Insurer, its parent company or its ultimate controlling entity from providing the insurance;

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

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 3,000

**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 3,000

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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

3. Weekly Sickness Benefit
   Temporary Total Disablement Not Insured

4. Broken Bones Benefit $3,000

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 $3,000

Age Limits: Under 85 years

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

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

Signed for and on behalf of
Willis Australia Limited

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