



**Sport and Exercise
Professional Placement
Handbook
2019**

STUDENTS

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

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PREFACE

This document has been compiled in order to provide students 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) as either Ipswich or Toowoomba on-campus or External.
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.
Professional Experience Placement Office	The Professional Experience Placement (PEP) Office consists of Placement Officers and Professional Experience staff in Toowoomba and Ipswich. This team allocates the placements and can help you with any questions about preparing for and attending a placement.
InPlace	Online platform for placement-related information (mandatory documents, placement allocation details, student log books), accessed via inplace.usq.edu.au
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 the University of Southern Queensland (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. Students who are enrolled in the Bachelor of Sport and Exercise (Science Major) or Bachelor of Sport and Exercise (Honours) (Clinical Exercise Physiology), and who follow the Exercise and Sports Science Australia (ESSA) placement guidelines (see **Appendix A**), are eligible for accreditation with ESSA.

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 Experience Placement Office.

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: PRE - PROFESSIONAL PLACEMENT REQUIREMENTS

See **Appendix B** for a checklist of activities and forms to complete prior, during and after placement.

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

- Blue Card or Working with Children check (valid for 3 years unless suspended or cancelled)
- First Aid certificate (valid for 3 years)
- Cardiopulmonary resuscitation certificate (valid for 1 year)
- Student declaration (see **Appendix C**)

All Sport and Exercise students (undergraduate and postgraduate) must submit the above documents via InPlace.usq.edu.au prior to commencing any placement. For any following placement course/s, it is the student's responsibility to ensure all documents are maintained current, i.e. renewed prior to expiring. For any student unable to obtain a Blue Card, a police check will be requested instead.

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

To be eligible for a Queensland Health placement in 4th year, Clinical Exercise Physiology students must also show evidence of the following:

- 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.
- 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/>
- Queensland Health Student Orientation modules.

Please note:

Clinical Exercise Physiology students are advised to organise their immunisation evidence in year 3 of their studies, to be ready for 4th year placement/s (SES4199 / SES4299).

PART B: PROFESSIONAL PLACEMENT STRUCTURE AT USQ

Professional placement hours for Bachelor Sport and Exercise students

At USQ, 140 hours of exercise science apparently healthy placement are undertaken across SES1299, SES2299, and SES3299. Students are advised to enroll in SES1299 in first year, SES2299 in second year and SES3299 in third year. Please see **Appendix D** for supervisor expectations for each course.

1. **SES1299 Professional Placement 1** - The student must complete **20 hours** of observational placement. Students are required to attend a 4-hour introductory placement session at the USQ Ipswich campus prior to any further placement. The remaining 16 hours of placement will be undertaken within their enrolled semester at an approved site local to their indicated campus or area for external students, as assigned by the USQ Placement Office. SES1299 is offered in semester 1 and semester 2. Students must submit all mandatory documents by 4 March 2019 for placement in semester 1, or by 22 July 2019 for placement in semester 2.
2. **SES2299 Professional Placement 2** - The student must complete **20 hours** of exercise intervention training within internal facilities at USQ campuses or at an approved local placement site. Students will undertake SES2299 in 2nd year semester 2.
3. **SES3299 Professional Placement 3** - The student must complete **100 hours** of sport and exercise science scope of professional placement at an approved placement site. While SES3299 is only offered for enrolment in semester 1, placements are offered in blocks across the entire year. Placement opportunities may be available prior to semester 1 start (e.g. placement with a sporting team, commencing mid-November of the previous year).

Additional clinical professional placement hours for BSEH(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.

Please note:

SES 3299, SES4199 and / or SES4299 placement opportunities may exist prior to semester start, provided the student is enrolled in the course and has met all pre-requisites. The Placement Coordinator or Course Examiner will inform the respective placement cohort about these opportunities in advance.

Professional placement hours for Master of Science (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. This program is not subject to ESSA accreditation guidelines and students in this course are not bound by ESSA placement guidelines.

SES8299 Advanced Professional Placement - The student must complete **140hours** of placement in a sport and exercise setting at one or multiple approved placement sites. Students will undertake SES8299 across the second year of their program. Depending on the placement site, the 140 hours are typically completed in a block (maximum 14 weeks) or across a sporting season.

Suitable placement activities may include:

Health and physical activity promotion; providing health education or corporate health programs; health and wellness checks; laboratory and research testing and screening; sports tourism, community sport and recreation; sports coaching (skills-based coaching); fitness coaching teams and/or individuals; strength training and conditioning for sport teams, athletes and other clients; physiological assessments; performance testing; match/performance analysis; GPS tracking; biomechanical assessment and analysis; sports camps for player/athlete or skill development; laboratory assistant; data collection and analysis; and observing diagnostic investigations or procedures (e.g. cardiac, respiratory or other clinical investigations or procedures; ECG stress testing).

Please note:

If you are interested in the option of individually applying for accreditation with ESSA at a later time, please advise the Placement Coordinator when enrolling in SES8299 and discuss this matter with the Program Coordinator.

PART C: GENERAL PROFESSIONAL PLACEMENT GUIDELINES

Insurance and Agreement

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.

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.

Student contact with the Placement Supervisor

The USQ Placement Office will provide the student with contact details for each Placement Supervisor. The student is required to contact the placement supervisor prior to the commencement of professional placement in order to confirm the following details:

- Placement date - start and finish
- Placement physical address, supervisor name and contact details
- Placement schedule - days, start and finish times
- Allocated break times
- Personal hygiene, dress standards and grooming – clothing (USQ Sport & Exercise shirt), footwear, jewellery, hair, etc.
- Time and place of initial meeting at the start of professional placement
- Additional paperwork or reading requirements
- Expected exposure, duties and responsibilities (*this can also be discussed on the first day of placement*)
- Confirmation that the Placement Supervisor will complete an evaluation form, which is shared with the student and Placement Coordinator.

Student presentation

Students will be required to wear a USQ Sport and Exercise shirt (see **Appendix E**) and carry or display their USQ student ID card at all times during professional placement. Students need to wear long black pants or shorts and are not permitted to wear gym attire to any professional placements. In a corporate environment, suit pants and dress shoes may be required.

Students are not permitted to use a mobile phone or other electronic devices while attending placement. Students may access these devices during designated break times only. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor.

Student absence and Fitness for placement

Students who are absent from placement for health or compassionate reasons need to inform the Placement Supervisor before 9:00am on the day of absence. For any absences exceeding three (3) days, the student needs to provide the Placement Coordinator and Placement Supervisor with a Doctor's Certificate. If a student experiences a prolonged period of absence due to illness, injury or surgery, the student must, prior to recommencing placement, provide a medical certificate confirming he/she is fit to do so.

Students who are aware of any chronic or acute injury, illness or condition that may affect them during their placement, will need to notify the USQ Placement Office and Placement Coordinator, and provide a Fitness for Practice certificate (signed by a medical practitioner) prior to placement start.

Code of conduct

Students on placement are expected to behave and act in a professional manner. Students must comply with the code of conduct as outlined in this document, and follow all rules of the professional placement site, except when these contravene USQ university rules. Students are expected to be familiar with the scope of practice of an Exercise Scientist, Exercise Physiologist and Sports Scientist (https://www.essa.org.au/Public/Professional_Standards/ESSA_Scope_of_Practice_documents.aspx), and follow ESSA's Code of Professional Conduct and Ethical Practice (https://www.essa.org.au/Public/Professional_Standards/ESSA_Code_of_Professional_Conduct_Ethical_Practice.aspx).

Confidentiality

Any information related to clients must be presumed confidential unless stated otherwise. Students must maintain confidentiality at all times and never discuss clients using identifying information at home, in the classroom or online, including via Facebook, Twitter or other social media sites. Confidential information also includes intellectual property pertaining to the particular site.

Conflict of interest

Students must notify the Placement Office and Placement Coordinator of any real, perceived or potential conflict of interest, which includes the student being allocated to a site

- a) where the student currently works and the only suitably qualified supervisor available is the student's colleague or superior;
- b) where the student has a previous or current relationship with the supervisor;
- c) where the student is an active athlete of the team/at the site; or
- d) which is a direct competitor of the student's current site of employment.

Placement allocation, attendance and termination

Once the student's mandatory documents have been verified as current and complete, the Placement Office will allocate the student to an appropriate placement site. Students living within 50 kilometers of the USQ Ipswich campus are allocated to a site in Ipswich, and students living within 50 kilometers of the USQ Toowoomba campus are allocated to a site in Toowoomba. All other students are allocated to a site in their local area. At times, an external student may reside in an area where no placement site has been established yet. The student may provide placement site suggestions to the Placement Coordinator, but must not contact the site themselves. The Placement Coordinator or Office will source a suitable site and organise all necessary formalities as soon as practical and will inform the student of the outcome.

Students are expected to accept any reasonable placement opportunity as allocated by the Placement Office. Where a local placement is not available, students are expected to travel and attend rural placements provided by the university. Placement allocation changes will only be considered if you can provide evidence in line with the USQ Compassionate and Compelling Circumstances Policy, or if the Placement Office or Placement Coordinator deem it necessary to re-allocate the student for a valid reason.

Placement hours must be completed within the allocated placement time frame. Students are responsible for ensuring they are available to attend placement as scheduled by the supervisor, in line with the site's usual hours of operation. This may mean students may need to organise any child-minding, transport to and from the placement, accommodation, or re-arrange private work commitments. If you do not feel this is reasonably achievable given your personal circumstances, you must advise the Placement Coordinator as soon as possible, and submit a request for consideration, providing supporting documentation as outlined in the USQ Compassionate and Compelling Circumstances Procedure: <https://policy.usq.edu.au/documents/131150PL>. In case your circumstances change while on placement, you must also notify the Placement Coordinator as soon as possible, so a suitable strategy can be discussed.

Placement can be terminated if a student does not indicate any progress or learning, and performance remains unsatisfactory despite a record of efforts undertaken by the Placement supervisor and Placement Coordinator.

Working and Payment while on placement

Due to professional and ethical responsibility, students are expected to be well rested and well prepared for placement. Any students working full or part time hours while on placement may be placing themselves at risk under work health and safety legislation and may need to consider taking leave from work to achieve placement requirements. Students may choose to continue working while on placement, provided students understand that, except for compassionate or compelling circumstances, a new or current job is not an acceptable reason for requesting a placement extension. Please refer to the respective USQ Policy to determine whether you qualify for such an extension.

As placements are required to be a learning experience with a teacher/student relationship, free from expectations of payment and the employer/employee relationship, students cannot be paid for their placement hours.

PART E: RESPONSIBILITIES DURING PROFESSIONAL PLACEMENT

The student is responsible for:

- The completion and submission of all required documentation (Blue Card, First Aid, CPR, Student declaration, and/or vaccinations) via InPlace 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.
- 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 F**). All log books and records of engagement must be approved or signed **within one month** of placement completion. 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. Students seeking to become accredited with ESSA need to be aware that ESSA may request log books to be submitted together with the student's application for accreditation or may randomly audit log books.
- All expenses associated with sport and exercise professional placement (for example, Sport and Exercise shirt, 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.
- Displaying enthusiasm and willingness to assist and be receptive to professional advice while undertaking professional placement.
- Maintaining open communication with the Placement Supervisor and Placement Coordinator with respect to professional placement expectations and outcomes.
- Seeking information and feedback from the Placement Supervisor to assist with learning.
- Informing the 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 Placement Supervisor's instructions.
- Ensuring the Placement Supervisor completes the evaluation form **within two (2) weeks** of placement completion.

The 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. 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.
- 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.
- Any special guidelines that apply to the student in the workplace should be put in writing with copies to the student and Placement Coordinator.
- 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. All log books and records of engagement must be approved/signed **within one month of placement completion.**
- The accurate completion of the student evaluation form **within two (2) weeks** of the student completing professional placement.
- Notifying the Placement Coordinator, as per the Sport and Exercise grievance policy (**Appendix G**), when students perform poorly or significant problems eventuate regarding professional placement.
- Provide details to the Placement Office about their own qualifications and experience to confirm they are a suitable supervisor.

The USQ Placement Office is responsible for:

The USQ Placement Office is responsible for:

- Ensuring that the student has submitted all appropriate documentation prior to commencing professional placement.
- Managing students' compliances on InPlace
- 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.
- Assisting Placement Coordinator to source suitable placement sites
- Developing contemporary fieldwork resources (Important Dates, review of handbook)
- Building and managing placement sites, placement supervisors' access on Inplace to ensure best practice in fieldwork placement.
- The allocation of an appropriate student to a professional placement agency.
- Attending to queries from students, placement facilities and Placement Coordinator
- The compilation and maintenance of records associated with professional placement facility contacts, student professional placement allocations and hours, and assessment items (for example, students' log books).

The Placement Coordinator is 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.
- Approving placement allocations initiated by the Placement Office.
- Providing support to the student and Placement Supervisor with respect to professional placement expectations.
- Liaising with the student and 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 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.
- The compilation, review, assessment, and maintenance of records associated with professional placement (including log books, evaluation forms and placement reports).
- Preparing evaluation forms to obtain Placement Supervisor feedback regarding the student's performance during the professional placement.

PART F: LOG BOOK & RECORD OF ENGAGEMENT

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 (see **Appendix F**). If the electronic log book is not available, 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. 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 grouped together. All other entries need to be individual. The description of activities must reflect the time being claimed.

For timely record keeping purposes, students on placement need to submit their log books (via InPlace) weekly by 9:00am the following Monday of each week of placement.

Students enrolled in SES3299, SES4199 and SES4299 must, in addition to maintaining logbooks, also complete a Record of Student Engagement for each site, ask the supervisor to sign this form and then upload it via InPlace.

PART G: EVALUATION

The evaluation form is broken down into three key areas:

- Professional behaviour
- Communication
- Knowledge & skills

Placement supervisors are requested to complete an evaluation form regarding the student's performance at the following intervals:

- 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

Supervisors are encouraged to discuss the evaluation form with the student. 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 H**. Students require a minimum rating of "At expected standard" (2 out of 4) across all items in their final evaluation form to be able to pass the course. Completed evaluation forms are shared with the student and Placement Coordinator.

APPENDIX A: ESSA PROFESSIONAL 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.
 - A qualified (recognized or endorsed by a regulating authority, such as a national association or AHPRA) and experienced professional relative to the activity they are supervising, however there must be oversight supervision in place by an individual who is qualified as specified above.
- Examples of **suitable activities** that can be undertaken as part of the 80 hours to demonstrate competency in exercise assessment, prescription and delivery include:
 - Assessment: Exercise testing, performance testing, talent identification, fitness appraisals, physiological assessment of athlete, body composition for individual or team, health consultation.
 - Prescription: exercise program design for an individual or a team, goal setting
 - Delivery: conducting exercise session (warm up, cool down, endurance, flexibility, mobility, speed, strength and conditioning), teaching correct technique, monitoring client exercise session, conducting lifestyle management programs.
- Activities undertaken for the **remaining 60 hours** may be in any area that reflects the Exercise Science 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.

A ratio of up to 1:5 is acceptable for supervising students provided there is one-on-one contact with each student.

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. The two key criteria:
 - 1. A minimum of 200 total hours in these three pathology domains
 - 2. The student is competent in each of the pathology domains
- 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.
- 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, respiratory 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 high-fidelity, evidence-based and include an ongoing review and evaluation process. 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 (to ensure client safety) and assessment of the learning outcomes, and the competency must be co-signed by an AEP.

APPENDIX B: PLACEMENT CHECKLIST

Activities / Documents to complete prior to placement:

- ☐ Read Sport & Exercise Professional Placement Handbook for students
- ☐ Read ESSA scopes of practice for AES, AEP, ASpS
- ☐ Read ESSA Code of Conduct
- ☐ Upload Mandatory documents on InPlace (CPR, First Aid, Blue Card, Student declaration)
- ☐ Upload Immunisation evidence on InPlace (Clinical Exercise Physiology students for 4th year placement only)
- ☐ Inform Placement Office and Placement Coordinator about any illness/condition if applicable
- ☐ Purchase USQ Sport & Exercise shirt

Once placement is released:

- ☐ Inform Placement Coordinator of any conflict of interest, if applicable.
- ☐ Contact site and confirm start date, location, placement days and times

Activities / Documents to complete during placement:

- ☐ Attend placement as discussed with Placement Supervisor
- ☐ Perform placement activities as appropriate for your level of study (see expectations in Appendix D)
- ☐ Complete online log books via InPlace, and submit weekly by 9:00am the following Monday of each week of placement
- ☐ Inform Placement Office and Placement Coordinator of any issue/s as they arise

Activities / Documents to complete at end of placement:

- ☐ Ensure all submitted logbooks have been approved by your supervisor
- ☐ 3rd and 4th year students only: Ensure you have completed your hardcopy Record of Engagement (one for each site) and your supervisor has signed this **within one month** of you completing your placement
- ☐ Ensure supervisor completes evaluation form **within two weeks** of you completing placement
- ☐ Complete any other assessment associated with the respective placement course

APPENDIX C: STUDENT DECLARATION

This declaration forms part of the pre-placement mandatory requirements for all University of Southern Queensland Sport and Exercise students.

Every student must complete and submit the following student declaration via InPlace prior to commencing placement:

- I declare I have read and understood the contents of the Professional Placement Handbook for Sport and Exercise students.
- I understand that I must abide by the standards described within the Professional Placement Handbook for Sport and Exercise students, including the ESSA Code of Conduct.
- I understand and accept my student responsibilities as outlined in the Professional Placement Handbook for Sport and Exercise students, including
 - ✓ Submitting all mandatory documents by due dates given
 - ✓ Declaring any conflict of interest
 - ✓ Wearing the USQ Sport and Exercise shirt to identify me as a placement student
 - ✓ Prioritizing placement attendance over other external commitments
 - ✓ Completing my log books in a diligent and timely manner
- I understand that I need to contact the Professional Placements Office if I am unable to meet the obligations for placement at any stage of my course progression.
- I declare I will refrain from plagiarizing another student's log book or Record of Student Engagement content, even if another student is attending the same placement site at the same time as me.

Student Name: _____

Student Signature: _____ Date: ____/____/____

Witness Name: _____

Witness Signature: _____ Date: ____/____/____

APPENDIX D: WHAT CAN SUPERVISORS EXPECT FROM STUDENTS?

<p>General expectations:</p> <p>All students</p>	<ul style="list-style-type: none"> ✓ Before placement start, students will contact site to confirm location, supervisor name, start date and time. ✓ Attend in uniform (USQ Sport & Exercise shirt, black pants, worksite appropriate footwear). ✓ Attend on time. Notify supervisor if unavoidably delayed. ✓ Notify supervisor by 9:00am on the day of absence if sick or unable to attend for compassionate reasons. ✓ Display a year level appropriate understanding of the scope of practice of an exercise scientist, sports scientist, and exercise physiologist, and acts within appropriate student scope. ✓ 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 practices.
<p>What students cannot be asked to do</p>	<ul style="list-style-type: none"> X Provide services outside scope of practice. X Provide services outside their knowledge and skills acquired at the respective year level. X Deliver any services without appropriate supervision. X Perform any activity which contravenes Australian law or USQ policy.
<p>Bachelor Year 1 (course code SES1299)</p>	<ul style="list-style-type: none"> ✓ Students are in their first year of the Sport & Exercise degree, and are gaining a basic overview of sport and exercise science, professional roles, and career options. ✓ Can be expected to make and answer telephone calls from clients, make appointments, respond to basic queries, be inquisitive and polite, and inform supervisors of any matters requiring supervisor input. ✓ Can identify personal and professional interests related to the sport and exercise profession. ✓ Can be involved in observational learning, research assistance, data collection, and administration tasks as directed and demonstrated by supervisor.

Bachelor Year 2 (course code SES2299)	<p>In addition to SES1299:</p> <ul style="list-style-type: none"> ✓ Students are in year 2 and have foundational knowledge in anatomy, physiology, and exercise prescription. ✓ May be concurrently studying and developing skills related to strength and conditioning, health assessments and biomechanics. ✓ Able to conduct basic pre-exercise screening and assessments; design and deliver basic, appropriate, and safe, evidence-based exercise programs for apparently healthy clientele; evaluate exercise plans; and monitor client's progress aligned to their needs and goals. ✓ Developing ability to explain rationale for exercise intervention approach. ✓ Maintain records of exercise interventions provided (i.e. exercise programs), develop or consolidate skills in rapport building with clients, maintain open communication with supervisor regarding any exercise assessment, prescription, and delivery, and seek and accept constructive feedback. <p>NB: Students at year 2 do not have any scope for clinical service delivery. Students are expected to refer clients with clinical conditions for appropriate medical or allied health review.</p>
Bachelor Year 3 (course code SES3299)	<p>In addition to SES1299 and SES2299:</p> <ul style="list-style-type: none"> ✓ Students are in year 3 and have either developed, or are con-currently studying, knowledge and skills related to motor control, functional anatomy, and exercise physiology. ✓ Display enhanced confidence and independence when assessing clients, and designing, delivering, evaluating, and modifying exercise programs. ✓ Are refining client-centred approach. ✓ Communicate effectively, or are improving communication skills, with all individuals relevant to worksite. ✓ Increased awareness of own strengths and weaknesses, reflect on practice and modify as appropriate / necessary. <p>NB: Students at year 3 do not have any scope for clinical service delivery. Students are expected to refer clients with clinical conditions for appropriate medical or allied health review.</p>

<p>Bachelor Year 4</p> <p>Course code SES4199 (Year 4 semester 1)</p> <p>Course code SES4299 (Year 4 semester 2)</p>	<ul style="list-style-type: none"> ✓ Students in year 4 have completed all of their apparently healthy placement (SES1299, SES2299, SES3299). ✓ Most 4th year students complete SES4199 (semester 1 offer) before SES4299 (semester 2 offer), with the exception of students who commenced their degree mid-year, and who will complete these courses in the reverse order. ✓ The student's skill level, ability to apply knowledge effectively in a work context, and confidence are expected to increase as the student progresses through placement. <p>Across SES4199 and SES4299, students will:</p> <ul style="list-style-type: none"> ✓ Complete 360 hours of clinical placement. ✓ Progress their skills in clinical history taking, and corresponding physical examination. ✓ Have developed sound skills in exercise testing and assessment. ✓ Demonstrate sound skills in reporting and interpreting exercise test results. ✓ Progress their skills in clinical record keeping, reporting, and correspondence. <p>Specifically, in SES4199:</p> <ul style="list-style-type: none"> ✓ Students are concurrently completing some simulated clinical placement in musculoskeletal, metabolic, respiratory and cardiovascular disease. <p>Specifically, in SES4299:</p> <ul style="list-style-type: none"> ✓ Students are concurrently completing some simulated clinical placement in neurological, renal, cancer and mental health.
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Master Year 2 (course code SES8299)	<ul style="list-style-type: none"> ✓ Have completed courses covering anatomy; physiology; exercise physiology; exercise assessment and prescription; motor control; functional anatomy; biomechanics; strength training and conditioning; and sport psychology. ✓ Demonstrate willingness to learn, while supervisor understands this is the student's first (and only) placement course in the Master's degree. Students should transition from observational to practical learning as supervisor sees fit. ✓ Can be expected to make and answer telephone calls from clients, make appointments, respond to basic queries, and perform administration tasks as directed and demonstrated by the supervisor. ✓ Can be involved in research assistance, data collection, health promotion, corporate health programs, community sport and recreation, match/performance analysis, and other daily business activities as appropriate for student's level of knowledge and skill. ✓ Able to conduct basic client assessments; design and deliver basic, appropriate, safe and evidence based exercise programs; evaluate exercise plans, considering the client's needs and goals; maintain records of exercise interventions provided (i.e. exercise programs); develop or consolidate rapport building skills. The student's competency and confidence is expected to increase as the placement progresses. ✓ Develops or demonstrates increased awareness of own strengths and weaknesses, engages in critical reflection of professional practice, seeks and accepts constructive feedback and modifies approach as needed. <p>NB: Students in this program do not have any scope for clinical service delivery. Students are expected to refer clients with clinical conditions for appropriate medical or allied health review.</p>
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APPENDIX E: SPORT & EXERCISE SHIRT



Instructions how to purchase the Sport and Exercise shirts:

1. Please go to www.beston.com.au
 2. Click on 'Customer Login'
 3. enter: Username: usqhealth
Password: usqhealth
- The uniform - Sport and Exercise Polo - Men's and Ladies shirt will appear.
4. Select the desired quantity and your size
 5. Click 'ADD TO CART'
 6. Click 'View Cart'
 7. If you are happy with the order click 'PROCEED TO CHECKOUT'
 8. Enter all relevant information plus billing details (VISA or Mastercard)
 9. Click 'PLACE ORDER'
 10. Orders will be sent to you directly

APPENDIX F: 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

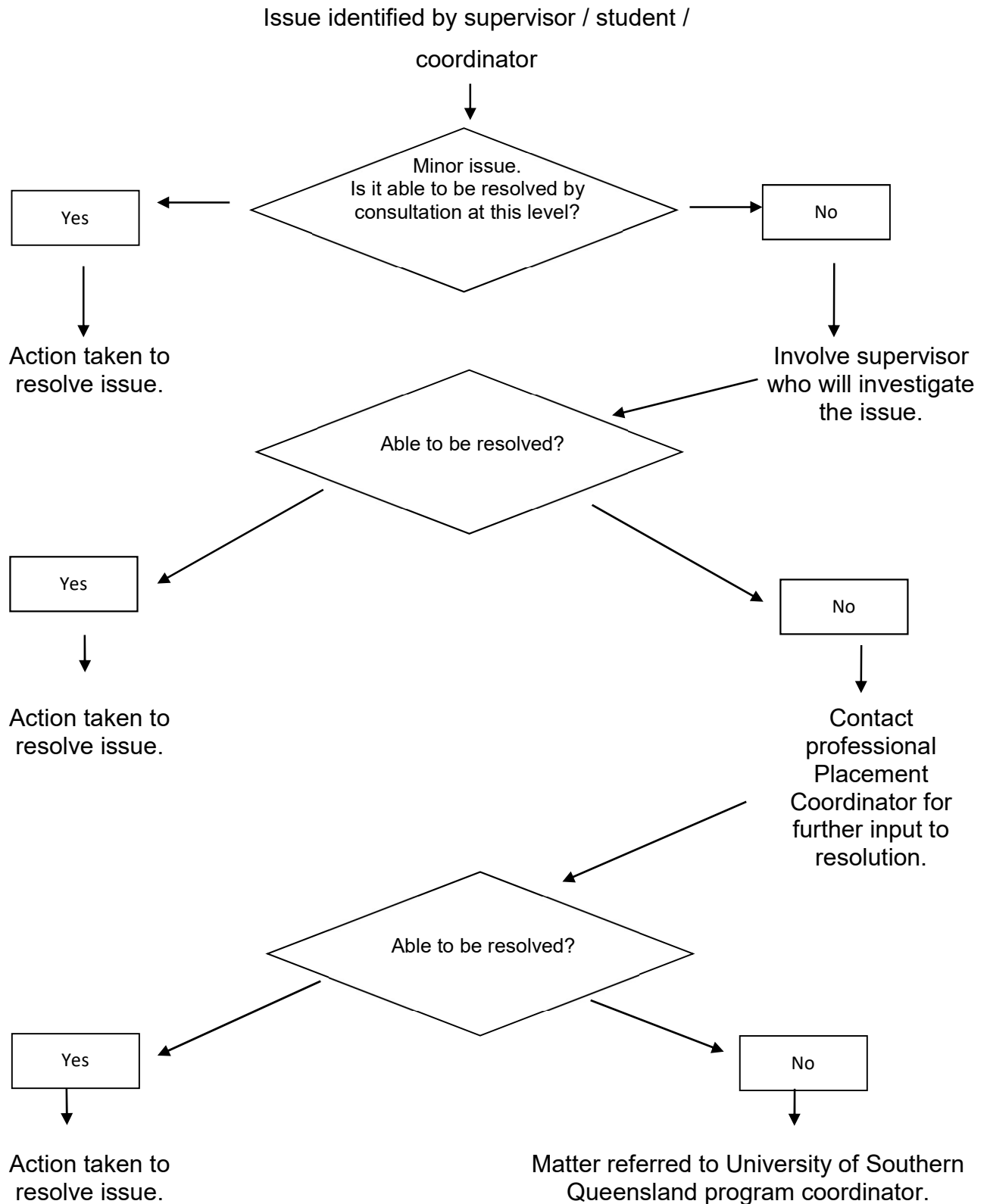
Category	Description	Record Activity Time	Additional Comments
Assessment	Neuromuscular strength	00:30	1 RM bench press
Assessment	Muscular endurance	00:01	push-ups
Exercise prescription	Designing exercise program	00:39	
Exercise delivery	Teaching correct technique & coaching	00:30	
Exercise delivery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

Comments

Student	Supervisor	Placement Coordinator
	Remember with 1RM to provide sufficient rest during lifts	

Please refer to the InPlace Log book Guide for further instructions.

APPENDIX G: 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 **Placement Coordinator** is informed of the incident and the formal grievance process, and is sent a copy of all relevant documentation.
- The Placement Coordinator will contact the student to discuss the situation.
- The 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).

APPENDIX H: EVALUATION FORMS

The evaluation form is broken down into three key areas:

- Professional behaviour
- Communication
- 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
Below expectations (1)	Limited progress towards meeting this outcome as evidenced by inappropriate response to prompting.	<ul style="list-style-type: none"> • Unable to work independently • Not responsive to feedback • Little evidence of improvement, or evidence of improvement but not to required standard
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
Well above expectations (4)	Achieving the outcome at an exceptional standard or in challenging situations without prompting.	<ul style="list-style-type: none"> • 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