



**Master of Science (Sport and Exercise)
Professional Placement
Handbook
2021**

STUDENTS

Faculty of Health, Engineering and Sciences
School of Health and Wellbeing

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CONTACT INFORMATION

Placement Coordinator (Sport and Exercise)

Lisa Seiler

Toowoomba Campus

E: Lisa.Seiler@usq.edu.au

P: +61 7 4687 5619

Professional Experience Placement Office

Toowoomba Campus, Level 1, W Block

Ipswich Campus, Level 2, Building I

E: HES.support@usq.edu.au

P: +61 7 4631 2974

Program Coordinator (Sport and Exercise)

Dr Dean Mills

Ipswich Campus

E: Dean.Mills@usq.edu.au

P: [+61 7 3812 6147](tel:+61738126147)

Other important contacts

General enquiries

<https://www.usq.edu.au>

E: usq.support@usq.edu.au

P: +61 7 4631 2285

Free call: 1800 007 252

Opening hours: 8:00am – 5:00pm (AEST)

Monday to Friday (except public holidays)

University of Southern Queensland Student Equity

<https://www.usq.edu.au/current-students/support/student-equity>

University of Southern Queensland Student Support Services

<https://www.usq.edu.au/current-students/support>

PREFACE

This document has been compiled in order to provide students with information pertinent to undertaking and completing the professional placement component embedded in the Master of Science (Sport and Exercise). 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 the Master of Science (Sport and Exercise) (MSCN[SES]) at the University of Southern Queensland (USQ) as either Ipswich or Toowoomba on-campus or External, hereafter referred to as Master Sport and Exercise student.
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

INTRODUCTION

Professional placement is a part of the Sport and Exercise Master 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 are given opportunities for high-quality work experience in a sport and exercise setting. 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 will 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 A** for a sample checklist of activities and forms to complete prior, during and after placement. As of 30 March 2020, pre-placement requirements have been extended, with all sport and exercise placement students now required to show immunisation evidence.

Mandatory documents for all Sport and Exercise students, prior to commencing placement:

- Cardiopulmonary Resuscitation Certificate (valid for 1 year) (must be nationally accredited face to face training course)
- First Aid Certificate (valid for 3 years) (must be nationally accredited face to face training course)
- Blue Card or Working with Children check (valid for 3 years unless suspended or cancelled)
- Hepatitis B seroconversion
- Measles, Mumps, and Rubella immunisation evidence
- Varicella immunisation evidence
- Influenza immunisation evidence (must be obtained at the start of flu season each year, usually April)
- Student Declaration (see **Appendix B**)
- COVID-19 Infection control training (online module)
- COVID-19 Student Placement Declaration

All Master Sport and Exercise students must submit the above documents via [InPlace.usq.edu.au](https://inplace.usq.edu.au) prior to commencing any placement. 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 or Working with Children Check, an Australian Police Certificate will be required instead. Students who are unable to provide evidence of full vaccination may have limited placement options.

PART B: PROFESSIONAL PLACEMENT STRUCTURE AT USQ

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. The Master's placement course is not eligible for Exercise and Sports Science (ESSA) accreditation. Please see **Appendix C** for what supervisors can expect students to be able to do while on placement.

SES8299 Advanced Professional Placement - The student must complete **140 hours** of placement in a sport and exercise setting at one or multiple approved placement sites. Students will undertake SES8299 in 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. Placements will commence from 15 March 2021. All placements are allocated and completed within Australia.

Scope of practice:

Master Sport and Exercise students may assess the fitness and exercise capacity of, and design and deliver exercise and physical activity programs to apparently healthy individuals. These programs are for the purpose of improving health and fitness, performance, or prevent chronic conditions. Master Sport and Exercise students must not provide exercise advice or design exercise programs for clinical populations. The scope of practice is comparable to a personal trainer, gym instructor and group exercise instructor.

Suitable placement activities may include:

Health and physical activity promotion; providing health education or corporate health and fitness programs; health and wellness checks; designing exercise programs for apparently healthy individuals; laboratory and research testing and screening; body composition for individual or team; 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; calibration of equipment; and observing diagnostic investigations or procedures (e.g. cardiac, respiratory or other clinical investigations or procedures; ECG stress testing).

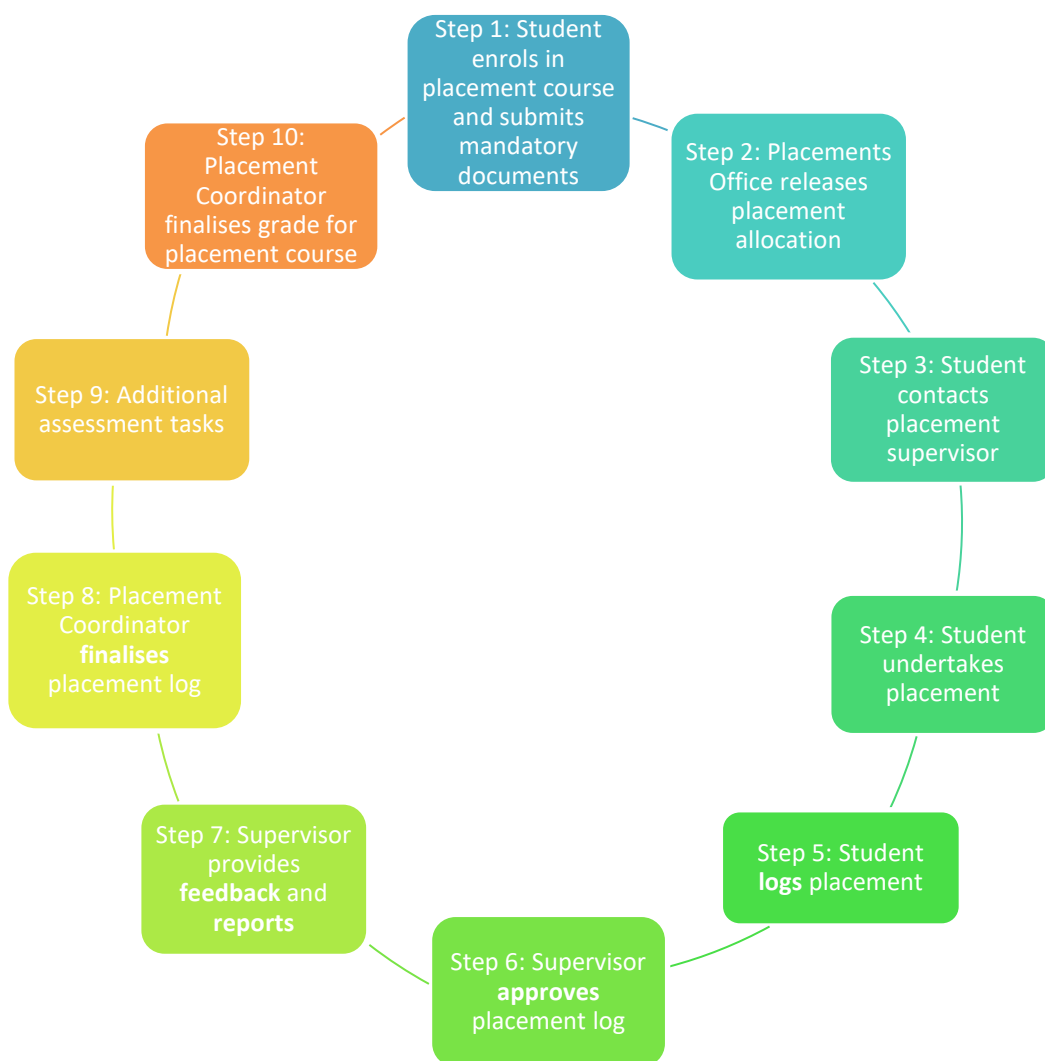
Activities **not suitable** to be claimed as hours for sport and exercise placement:

Physiotherapy, chiropractic treatment, psychological treatment, exercise assessment or prescription for clinical clients, massage, dry needling, research unrelated to the field, dietary intervention, child supervision, cleaning / maintaining of gym equipment.

Supervision:

Supervisors must be suitably qualified and experienced relative to the activity they are supervising students for.

PART C: PLACEMENT PROCEDURES CYCLE



Requirements at each step

Step 1: Student enrolls in placement course and submits mandatory documents

- Mandatory documents are requested and checked by the USQ Placements Office.
- Students are invited to bring any placement needs or preferences to the attention of the Placement Coordinator.

Step 2: Placements Office releases placement allocation

- Students' preferences and needs are considered in discussion with the Placement Coordinator prior to placements being released to students.

Step 3: Student contacts placement supervisor

- Students are required to make contact with their placement supervisors prior to commencing placement to ensure that they are fully informed of the requirements and expectations of that placement. These conversations are often brief, but are essential for ensuring that placement begins well and on time.

Step 4: Student undertakes placement

- Placements may be on or off campus, close to USQ or a long way away.

Step 5: Student logs placement tasks

- Placement logs must be maintained regularly. Logbooks must show the activities undertaken during placement. Most log books are recorded electronically using InPlace.
- Students: Be sure to distinguish between tasks you undertook yourself, tasks where you assisted someone else, and tasks you observed.

Step 6: Supervisor approves placement log

- Placement supervisors are allocated login details for InPlace.
- Supervisors: Please check and approve, or request revision of, each of a student's placement logs. Add comments to these logs as you see fit.
- Students: You must revise any log when requested. Logs that are not approved cannot progress to step 7.
- InPlace logbooks can be annotated, and approved / returned for revision electronically. Manual logbooks must be signed.

Step 7: Supervisor provides feedback and reports

- Supervisors are provided with standardised reporting templates to provide feedback for students during, and at the end, of placement.
- Supervisors: Please discuss each report with the relevant student, then provide a hard copy of the report for the student to submit to the practicum coordinator for review.
- Students: You must scan and load signed supervisors' reports to InPlace.

Step 8: Placement Coordinator finalises placement log

- Placement Coordinator reviews, and approves or returns for revision all log books.
- Placement Coordinator can authorise logbooks on behalf of a supervisor.
- Placement is complete when all required documents, including logbooks, are submitted, reviewed, and approved by the Placement Coordinator.

Step 9: Additional assessment tasks

- All placement courses require additional tasks.
- Students must complete and pass these tasks to pass SES8299.

Step 10: Placement Coordinator finalises grade for placement course

- All elements (logbook, supervisors' reports, and written assessments) are included in determining students' grades.

PART D: 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.

Placement allocation and attendance

Once the student is enrolled in a placement course and the student's mandatory documents have been verified as current and complete, the Placement Office will allocate the student to an appropriate placement site. The student's place of residence will be taken into account when placement is allocated, however all students need to be aware that they may need to travel. At times, a 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, unless the Placement Coordinator provides written approval to be allowed to do so. 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 required 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 (<https://policy.usq.edu.au/documents/131150PL>), 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. Students must accept that when a placement is rejected due to other external commitments, the placement is returned to the pool of placements, and the student will be considered for re-allocation once all other students have been offered first placement. In case your circumstances change while on placement, you must also notify the Placement Coordinator as soon as possible, so a suitable plan of action can be discussed.

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
- Time and place of initial meeting at the start of professional placement
- Additional pre-placement paperwork or reading requirements
- Placement schedule - days, start and finish times, allocated break times (*this may be discussed on the first day of placement*)
- Expected exposure, duties and responsibilities (*this can also be discussed on the first day of placement*)
- Any special dress code relevant to the placement site
- 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 D**) 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 footwear appropriate for the placement site. In a corporate environment, suit pants and dress shoes may be required. Hair must be tidy, with long hair tied back. Minimal jewellery may be worn. Students are encouraged to be aware of their own personal hygiene. Alcohol consumption, tobacco, other recreational or illicit drug use immediately before or during placement attendance is prohibited.

Students are not permitted to use a mobile phone or other electronic devices while attending placement, unless requested by the supervisor for placement activities. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor.

Code of conduct

Students on placement are expected to behave and act in a professional and honorable manner in their relations with clients, the public and other members of the university and profession. Students must comply with the code of conduct as outlined in this document, the USQ Student Code of Conduct (<https://policy.usq.edu.au/documents/142753PL>), adhere to workplace procedures, and follow all reasonable directions by professional placement supervisors. It is the duty of students not to abuse the trust afforded to them by clients. Students should at all times ensure that the information received and the advice given is as accurate and unambiguous as possible. Students must maintain clear comprehensive records of all interventions and communication concerning their clients. Students should not enter into any discussions relating to the ability or standing of another practitioner with a client, or in a client's hearing.

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.

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.

Student absence and Fitness for placement

Students who are absent from placement for health or compassionate reasons need to inform the Placement Supervisor before 9:00 am on the day of absence. For any absences exceeding three (3) days of scheduled placement attendance, 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 return to placement.

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.

Placement termination and failing placement

Placement can be **terminated** if the site cannot continue to accommodate a student or deliver the placement as per its agreement with USQ. Where the supervisor or site terminates the student's placement for reasons unrelated to student performance, and before all required placement hours have been completed, every reasonable effort will be made to re-allocate the student in a timely manner, however it may lead to a delay in course and/or program completion.

Placement may be **failed** if a student does not perform at the expected standard for their level of study. Feedback will be provided periodically during placement. The frequency of feedback placement will depend on overall placement duration.

Other reasons for failing a placement course:

- Student does not upload current mandatory documents on InPlace by prescribed deadline, therefore does not meet pre-placement requirements, and cannot be allocated to a placement;
- Student ceases or withdraws from a placement without providing appropriate documentation or evidence. Non-attendance at placement without supporting evidence or explanation is considered withdrawal from the placement. (E.g. student fails to inform Placement Coordinator and Office of any injury or illness which renders the student unable to attend placement for a considerable timeframe, and then results in the student being unable to complete required hours within allocated timeframe. To avoid this, the student must inform the Placement Coordinator and Office, provide a medical certificate, and request an extension for the timeframe that the student is medically unfit to attend placement);
- Student does not show any progress or learning following formative or mid-point feedback, or performance remains unsatisfactory at the end of placement, as indicated by supervisor's evaluation;
- Student does not abide by relevant Codes of Conduct (including USQ Student Code of Conduct), relevant laws of the land and workplace procedures, and/or behaves in an unprofessional manner, or acts outside scope of practice, or participates in behaviours that may actually or potentially cause injury to self or others, or participates in any conduct or behaviour that could reasonably be interpreted as harassment, discriminatory, offensive or unreasonably embarrassing to others;
- Student fails to finalise all placement-related assessments and paperwork within the prescribed timeframe, which is usually 14 days post placement completion.

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, vaccination evidence, COVID-19 Infection Control Training certificate, and COVID-19 Student Placement declaration) via InPlace prior to commencing any professional placement.
- The completion of any required reading/familiarisation tasks set out by the professional placement facility prior to commencing professional placement.
- The completion of all required hours of professional placement within the ascribed period and documentation of all hours as required within the professional placement log book via Inplace (see **Appendix E**). If the electronic log book is not available, a hard copy may be used as a substitute.
- **The completion and submission of all placement related assessment items** (Logbooks, Evaluation forms, Placement Report) **within 2 weeks of placement end date.**
- 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 USQ Student Code of Conduct.
- 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.

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 while the student is undertaking professional placement activities.
- 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.
- The accurate completion of the student Evaluation form*.
- Notifying the Placement Coordinator, as per the Sport and Exercise grievance policy (**Appendix F**), 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.

***Please note** that students are required to submit all placement documentation and have all logbooks approved **within 2 weeks of placement completion**.

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 (for example, Important Dates Document).
- Building and managing placement sites, and 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' logbooks).

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. This is achieved with the assistance of the Placement Office.
- 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 placement experience, giving due consideration to their stage of learning and expected learning outcomes.
- Aligning student assessment to the learning outcomes associated with the placement program, designed to facilitate student learning.
- The review, assessment, and maintenance of records associated with professional placement (including log books, evaluation forms and placement reports).
- Annually reviewing and updating the Professional Placement Handbook.
- Preparing placement checklists to assist students to remain organised throughout their placement course.
- Preparing evaluation forms to obtain Placement Supervisor feedback regarding the student's performance during and/or at the end of the professional placement.

PART F: LOGBOOK

Each student must complete a logbook for each day on placement. The logbook can be accessed via Inplace.usq.edu.au (see **Appendix E**). If the electronic logbook is not available, a hard copy may be used as a substitute.

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

Students must complete all three logbook sections (clients, conditions, activities). Logbooks must contain a description of the activities the student undertook during placement. The description of activities must reflect the time being claimed.

PART G: EVALUATION

The placement course involves an evaluation form which 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 mid-point and at the end of placement.

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 G**. 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. **The student is responsible for submitting the form via InPlace by the due date**, for review by the Course Coordinator.

APPENDIX A: PLACEMENT CHECKLIST - *SAMPLE*

Each placement course has its own checklist. Please visit the SES8299 placement course StudyDesk to obtain a copy of the relevant checklist. This is a sample checklist:

Activities / Documents to complete before placement:

- ☐ Read the current Master Sport & Exercise Professional Placement Handbook for Students
- ☐ Print Student Declaration contained in the Placement Handbook, sign and upload on InPlace
- ☐ Complete COVID-19 Infection control training course (online module)
- ☐ Ensure all Mandatory documents (CPR, First Aid, Blue Card/Working with Children Check, VPD form, COVID-19 Infection control training certificate, Student Declaration) are uploaded on InPlace
- ☐ Purchase your USQ Sport & Exercise placement shirt
- ☐ Inform Placement Office and Placement Coordinator about any illness/condition if applicable

Once placement is released:

- ☐ Inform Placement Coordinator of any conflict of interest, if applicable
- ☐ Print and sign COVID-19 Student Placement Declaration, and upload on InPlace
- ☐ Contact site and confirm start date, location, placement days and times

Activities / Documents to complete during placement:

- ☐ Attend placement as discussed with Placement Supervisor, and perform placement activities as appropriate for your level of study
- ☐ 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 within 2 weeks of finishing placement:

- ☐ Ensure all submitted logbooks have been approved by your supervisor
- ☐ Ensure supervisor returns completed evaluation form to you so you can upload it on InPlace
- ☐ Complete any other assessment associated with the respective placement course

APPENDIX B: 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 Master 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 USQ Student Code of Conduct.
- I understand and accept my student responsibilities as outlined in the Professional Placement Handbook for Master Sport and Exercise students, and I agree to
 - ✓ Submit all mandatory documents by the prescribed deadlines and ensure all mandatory documents remain current during my entire placement timeframe, i.e. I will renew all mandatory documents prior to expiry;
 - ✓ Declare any conflict of interest;
 - ✓ Wear the USQ Sport and Exercise shirt to identify me as a placement student;
 - ✓ Attend and participate in placement as negotiated by USQ;
 - ✓ Accept that when I reject and return a placement due to other external commitments, I may not be able to complete placement within the desired time frame;
 - ✓ Complete my logbooks by 9.00 am on the following Monday of each week of placement; and
 - ✓ Submit all placement-related assessment items by the due date, which is generally 14 days post placement completion;
- 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 understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement agencies as necessary for placement purposes only.
- I declare I will refrain from plagiarising another student's log book, even if another student is attending the same placement site at the same time as I am.
- I have read and accept the reasons for failing placement.

Student Name: _____

Student Signature: _____ Date: ____/____/____

Witness Name: _____

Witness Signature: _____ Date: ____/____/____

APPENDIX C: WHAT CAN SUPERVISORS EXPECT FROM STUDENTS?

General expectations:	<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 or shorts, 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. ✓ Understand and adhere to the USQ Student Code of Conduct and Code of Conduct contained in this Placement Handbook ✓ Adhere to all workplace procedures, directions and expectations, including risk management practices.
What students cannot be asked to do	<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.
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; basic 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 and analysis, 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> <p>Please note that ESSA placement rules do not apply to the Master's placement.</p>

APPENDIX D: SPORT & EXERCISE SHIRT



Instructions how to purchase the Sport and Exercise shirts:

1. Please go to www.whatsinaname.net.au
2. Register your own individual account by clicking on the little person icon in the top right hand corner
3. Enter your details. In the Company field, type 'USQ Sport & Exercise'. Click 'Register'
4. Once your account has been approved, you will receive an email with your username and password. Log in and click on the 'Shop' tab in the menu bar
5. Under Product Categories on the left hand side, click on USQ Sport & Exercise. The uniform - Sport and Exercise Polo - Men's and Women's shirt will appear
6. Select your size and the desired quantity
7. Click 'ADD TO CART'
8. Click 'View Cart'
9. If you are happy with the order click 'PROCEED TO CHECKOUT'
10. Enter all relevant information plus billing details
11. Read and agree to the terms and conditions. Click 'PLACE ORDER'
12. Orders will be sent to you directly

APPENDIX E: 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 Exercise for performance improvement	Strength testing (1-RM Bench Press), endurance testing (push-ups in 60-secs). Planning goals for future improvements in agility, power and flexibility. 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.

Transferred to

Timesheet

Start Time * 15:00 End Time * 18:00 Break Hours 00:00 hrs

Comment ☐ Absent

Documents (0)

Attended Hours : 03:00 hrs, Monday

Aerobic session

1 Clients

Client Group Group of Clients Age Range Child (0 - 17) Females Males 46 Unspecified

+ Add Clients

2 Conditions

Purpose Exercise intervention for performance improvement Supporting Comment

3 Activity

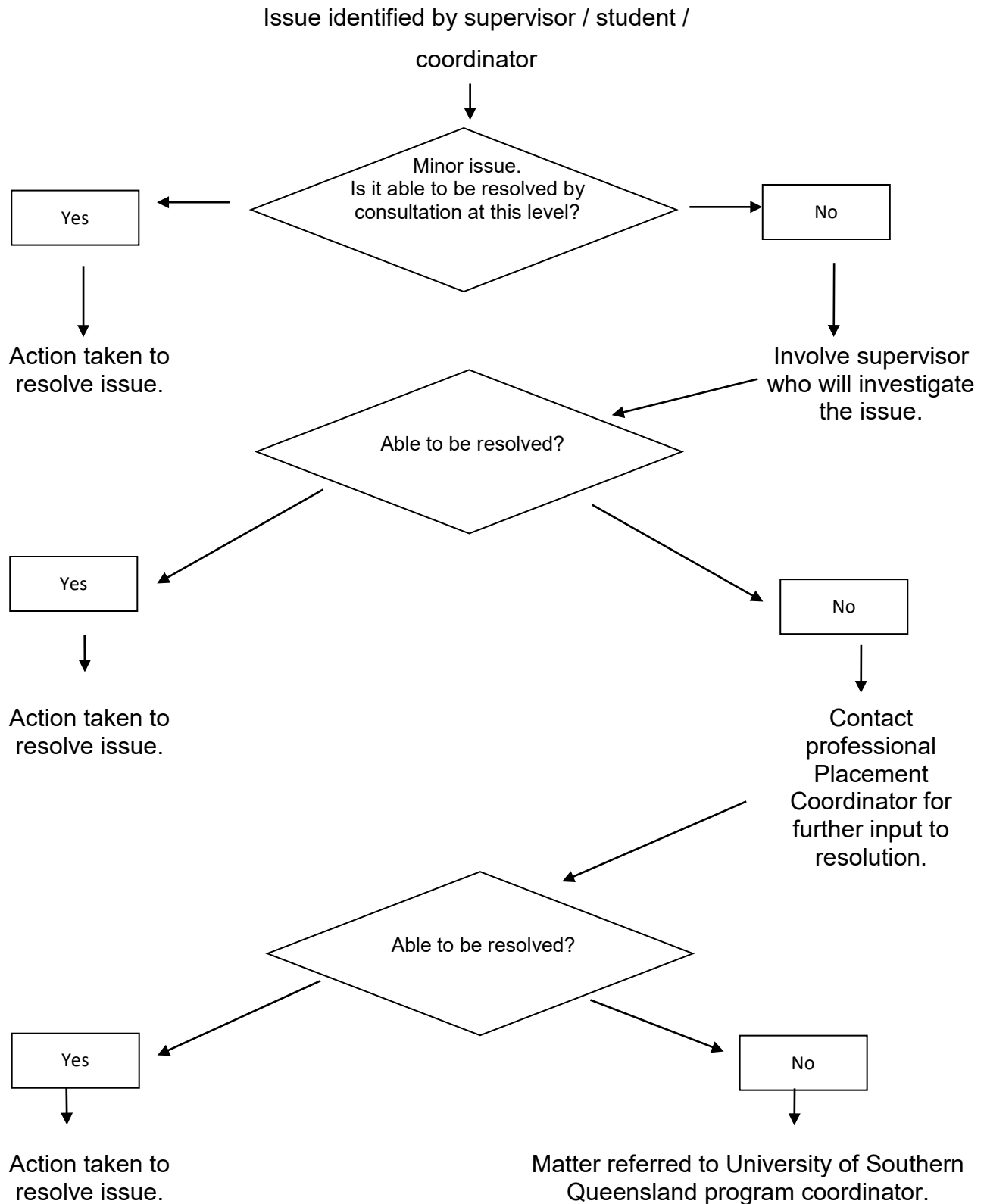
Activity Category *	Activity *	Additional Comment	Activity Time *
Assessment	Provide description in comments ...	Strength testing (1RM Bench press),	00:30 hrs
Exercise prescription	Provide description in comments ...	Planning goals to improve agility	00:45 hrs
Exercise delivery	Provide description in comments ...	Teaching lifting technique of	01:30 hrs
Other Exercise Science relevant a...	Provide description in comments ...	Discussed nutrition in conjunction	00:15 hrs

+ Add Activity

Total Time: 03:00 hrs

Please refer to the InPlace Guide for further information how to access, create and complete logbooks correctly.

APPENDIX F: 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 program 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 is 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 G: EVALUATION FORMS

The placement course has an evaluation form, which is broken down into three key areas:

- Professional behaviour
- Communication
- Knowledge & skills

Please visit your SES8299 StudyDesk to obtain a copy of the relevant evaluation form.

Table 1. Marking schema for interim and final assessment of placement course 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 • Unable to work independently • Not responsive to feedback • Little evidence of improvement, or evidence of improvement but not to required standard
Below expectations (1)	Limited progress towards meeting this outcome as evidenced by inappropriate response to prompting.	
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 • 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
Well above expectations (4)	Achieving the outcome at an exceptional standard or in challenging situations without prompting.	