

## **VU WIL System has been upgraded!**

Welcome to the new look VU WIL System!

You may notice a new look student interface which has enhanced capabilities and an intuitive feel.

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### **Welcome to VU's Work Integrated Learning (WIL) System**

VU WIL System is Victoria University's online WIL system.

#### **ALL STUDENTS - PLEASE READ THIS DECLARATION CAREFULLY**

As an enrolled student at VU, you have been granted access to the WIL System, InPlace.

These Terms of Use govern your access and use of the WIL System. As part of these Terms of Use, you agree to comply with the [IT Appropriate Use Policy](#), which is incorporated by reference into these Terms of Use.

I understand that in accessing the WIL System, I must:

- Use InPlace in an appropriate and ethical way;
- Co-operate appropriately with other the WIL System users;
- Maintain confidentiality of any private information I am authorised to access in InPlace both during my time as a user and after that time;
- Only use any personal information that I access in InPlace for the purposes for which I am authorised to access that information and for which the information was provided; and
- Not share my user name and password with anyone.

I understand that the WIL System will be delivered using a 'cloud' based service from a contracted IT provider with the data centre and my personal data being hosted externally to Victoria University.

I understand that the collection and use of personal data stored in InPlace is subject to the [VU Privacy Policy](#).

I accept responsibility for my use of the WIL System and I agree to comply with the conditions of access. I understand that any use of InPlace which is inappropriate, unethical or illegal is expressly forbidden under these conditions and could result in penalties being applied.

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#### **COLLEGE OF ARTS AND EDUCATION STUDENTS ONLY**

##### **Community Development, Criminal Justice and Youth Work Students ONLY**

**I understand:**

- that many resources are directed towards sourcing a high-quality placement for me.
- that placements are and course requirements, learning objectives of the unit of study i.e. Criminal Justice, Criminal Justice and Psychological Studies, Youth Work, Youth Work and Sport Management and Community Development. This is to maintain National Youth Work Agency (England) and Youth Workers' Association accreditation for the Youth Work courses.
- my preferences and needs will be considered in sourcing a suitable placement; but they cannot always be met.
- that the refusal of a negotiated placement may result in prolonged delays to secure a further placement. This may jeopardise my planned progression and hence extend the length of the course for me. Non-acceptance of a placement (or failure to attend the placement) may result in a Fail grade.

- that I need to regularly check my VU student email account, including during non-semester periods.
- I am informed that taking holidays during the year may impact on my ability to be placed and or complete my placement.
- that not having a drivers licence can potentially impact on my ability to secure a placement.
- that I should not directly approach an agency without consulting my Partnerships Coordinator first. Or if I have a contact of a placement agency, I will pass these details onto my Partnerships Coordinator to follow up.
- I need to manage my placements in accordance to the block model of delivery, this might mean I need to move my blocks in order to complete my placement.
- the partnerships team does not accept liability for students who delay or refuse a placement. I am aware that once I have been provided with a placement opportunity and I have not followed up with the placement, I accept responsibility for not being prioritised for future placements.
- that there needs to be a very good reason for me to refuse a placement, consequently I will be asked to put the reasons for this refusal into an email to the Course Coordinator.

## **COLLEGE OF HEALTH & BIOMEDICINE STUDENTS ONLY**

### **Student Declaration and Consent**

- I declare that I have read my relevant discipline's **Clinical Placement / Professional Practice Policy** and agree to abide by the rules stated and understand that failure to do so may affect my progression in the course.
- I declare that I am "**Fit for Placement**" and will notify the Clinical Learning Office in writing should my circumstances change, with appropriate supporting documentation.
- I consent to VU holding and disclosing to the relevant clinical placement provider, necessary information for the purposes of assessing my eligibility for a clinical placement and to provide support whilst on placement, if required.

### **Nursing and Midwifery Students ONLY**

In addition to above declaration, students should be aware of the following points highlighted from the Professional Practice Policy:

- I declare that I am aware of the assessment requirements and scope of practice that will guide my Professional Practice and understand that not being aware of these requirements may lead to removal from professional practice.
- I understand that in order to complete the professional practice hours relevant to course enrolment and for registration with the Australian Health Practitioners Agency (AHPRA), I agree to travel from my place of residence which at times may require temporary relocation and alternative accommodation close to the professional practice venue.

### **Dermal Therapy Students ONLY**

In addition to above declaration, students should be aware of the following points highlighted from the Clinical Placement Guidelines:

- I declare that I have read my disciplines Clinical Placement Guidelines, agree to abide by the requirements/expectations stated within the booklet, and understand that failure to do so may affect my progression in the course.
- I declare that I am aware of the assessment requirements and scope of practice that will guide my Clinical Placement and understand that not being aware of these requirements may lead to removal from Clinical Placement.
- I understand that Placement dates are subject to change and are dependent on the availability of suitable clinical placement opportunities from the Clinical Placement Providers in Industry.

## **POLYTECHNIC STUDENTS ONLY**

### **Diploma of Nursing Students ONLY**

– I declare that I have read my disciplines Clinical Placement Requirements and Expectations Booklet, agree to abide by the requirements/expectations stated within the booklet, and understand that failure to do so may affect my progression in the course. In particular the highlighted points that:

→ I declare that I am aware of the assessment requirements and scope of practice that will guide my Clinical Placement and understand that not being aware of these requirements may lead to removal from Clinical Placement.

→ I understand that in order to complete the Clinical Placement hours relevant to course enrolment and for registration with Australian Health Practitioners Agency (AHPRA), I agree to travel from my place of residence which at times may require temporary relocation and alternative accommodation close to the Clinical Placement venue.

→ I understand that Placement dates are subject to change. Course completion dates are an estimate only and are dependent on the availability of suitable clinical placement opportunities from the Clinical Placement Providers in Industry. Therefore, this may impact on my scheduled completion date, resulting in an extension to that date.

– I declare that I am “Fit for Placement” and will notify the relevant Clinical Placement Office or Coordinator in writing should my circumstance change, with appropriate documentation.

– I consent to VU holding and disclosing to the relevant Clinical Placement providers, necessary information (including WWCC and Police check outcomes, and immunisation evidence), for the purpose of assessing my eligibility for a clinical placement and to provide support whilst on Placement, if required.

### **Diploma of Paramedical Science Students ONLY**

– I declare that I have read my disciplines Clinical Placement Guidelines, agree to abide by the requirements/expectations stated within the booklet, and understand that failure to do so may affect my progression in the course. In particular the highlighted points that:

→ I declare that I am aware of the assessment requirements and scope of practice that will guide my Clinical Placement and understand that not being aware of these requirements may lead to removal from Clinical Placement.

→ I understand that in order to complete the Clinical Placement hours relevant to course enrolment, I agree to travel from my place of residence which at times may require temporary relocation and alternative accommodation close to the Clinical Placement venue.

→ I understand that Placement dates are subject to change. Course completion dates are an estimate only and are dependent on the availability of suitable clinical placement opportunities from the Clinical Placement Providers in Industry. Therefore, this may impact on my scheduled completion date, resulting in an extension to that date.

– I declare that I am “Fit for Placement” and will notify the relevant Clinical Placement Coordinator in writing should my circumstance change, with appropriate documentation.

– I consent to VU holding and disclosing to the relevant Clinical Placement providers, necessary information (including WWCC and Police check outcomes, and immunisation evidence), for the purpose of assessing my eligibility for a clinical placement and to provide support whilst on Placement, if required.

### **Contact**

If you have any questions about Terms of Use, please contact the WIL Business User Support Team at [wilsystem@vu.edu.au](mailto:wilsystem@vu.edu.au).

For further information regarding VU policies, please refer to <https://www.vu.edu.au/about-vu/administration-governance/university-policies>