

## Suitability requirements for SBL3800 Professional Practice

To be considered suitable, a proposed opportunity must meet **all** the following requirements:

### ✓ Enable students to meet the unit requirements

- Provide a minimum of 80 hours of professional practice (face-to-face or virtual) in the enrolled teaching cycle which involves tasks and/or project work related to the student's course of study.
- Provide opportunities for the student to apply their course-related knowledge in a professional setting.
- Enable the student to develop collaborative skills and network with co-workers, clients and relevant others during the experience.
- Provide the student with access to a supervisor throughout the professional practice. The supervisor should be able to:
  - Give guidance and mentorship to build student's confidence and support professional skill development (e.g., communication, collaboration).
  - Provide regular, constructive feedback on the student's skills, achievements, and performance in the professional setting.
  - Update the University on the student's progress (verbally or in writing), when requested.
- Review and sign off on completed hours of professional practice.
- Consult the University at the earliest opportunity if concerns arise about the student's progress or conduct during professional practice.

### ✓ Provide a safe learning environment

- Takes place in a registered business (e.g., has an ABN or equivalent) with appropriate public liability insurance and will share policy details with the University if required. Details of ECU's insurances can be found via [Certificates of Currency](#).
- Provide a work environment that is safe, inclusive and legally compliant to support the student's health and wellbeing.
- Provide an induction and adequate training on relevant health and safety policies and procedures.
- Advise the ECU School of Business and Law Work-Integrated Learning (WIL) team immediately if the student is involved in an accident, incident or near miss.
- Be free of potential conflicts of interest, such as the student and their assigned supervisor being in a close or intimate personal relationship, e.g., partner,

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friendship, immediate family or household member, cultural family relationship or financial dependent.

- Partner has read the ECU School of Business and Law's [Professional Practice Collaborator Guidelines](#) which explain roles and responsibilities relating to professional practice.

### ✓ Additional requirement for students employed by their external partner prior to professional practice.

If a student wishes to use their own employer as their professional practice partner, the employer should ideally provide them with tasks that extend the student's regular responsibilities, offering new learning aligned with their course and professional goals (e.g., taking on a specific project, joining a different team, or working on an initiative that requires the student to apply their disciplinary knowledge in a new way).