

## Student and Trainee Placement Procedure

### 1. Purpose

Inala Community House (ICH) is committed to supporting early professionals to develop their chosen career through offering high quality student and trainee placements which assist student and trainees to grow in their practice experience and confidence.

ICH recognises offering these placements requires considerable time and effort from workers. Managers must give careful consideration to balance the Service's suitability and capacity to appropriately supervise student and trainee placements with the amount of time required by workers, the length of the placement, the nature and requirements of the work and the safety of student and trainees given their level of experience.

### 2. Scope

This procedure applies to all employees, students, trainees and contractors. For the purposes of this policy, these persons shall be referred to as workers.

Placements may also be referred to as work experience.

### 3. Definitions

**Placement Proposal/Agreement:** The document that is completed which includes the details of the student, their supervisor and outlines what work will be undertaken.

### 4. Procedure

#### 4.1 Considering a Student or Trainee Placement

When considering whether to host a student or trainee placement, Managers must determine whether:

- Hosting a student or trainee will be in the best interests of ICH and the Service.
- A suitably qualified worker is available and has the capacity to provide high quality supervision (given the time required for administrative and practical support). See the Who Can Supervise section below.
- An outline of the proposed tasks has been developed. This should be completed prior to the student or trainee commencing their placement (see the Safety and Service Delivery section below).
- There is adequate IT equipment available and what user accounts and access will be required (e.g. laptops, phone, IT accounts, email, etc.).
- Any screening or suitability checks are required prior to commencing.
- The student or trainee will be required to drive as part of their placement and if this will be in an ICH vehicle (see Vehicle Use section below).

Generally, ICH prefers to host university placements rather than Certificate or Diploma level qualifications due to the longer placement times. Certificate and Diploma level student and

trainees generally have shorter placement requirements which may not be in the best interests of the Service when considering the demand on workers.

## 4.2 Who Can Supervise

The following positions are approved to supervise students and trainees:

- Managers
- Team Leaders
- Seniors
- Other workers (only with approval from CEO)

In addition, supervisors must have appropriate qualifications and experience as required by the RTO or university.

## 4.3 Process to Host a Student or Trainee Placement

1. Enquiry received about a student or trainee placement.
2. Managers to complete and submit the ICH Student and Trainee Request Form to the CEO for approval. A copy of this form must be placed on the student/trainee's file.
3. Once approved, the Manager can submit a placement proposal/agreement (unless the RTO, university or other organisation requires a start date as part of this – see below point).
4. Once the CEO approves a placement, the Manager must discuss with HR a proposed start date for the placement (to organise a suitable time for induction) and to discuss any screening requirements.
5. Manager then confirms the start date with the student or trainee.
6. Once a start date has been confirmed, the Manager must email the CEO and HR of the details, including the student or trainee's full name, resume (if supplied), placement agreement, start date and copies/details of any required screening checks:
  - a. Blue Card requires the card number and student or trainee's date of birth as well as a copy of the card (if possible).
  - b. NDIS Worker Screening – details required to be confirmed.
  - c. Police check certificate, dated within the past 6 months.

## 4.4 Inductions

All Manager's must ensure that student and trainees complete the organisational induction and that there is an appropriate Service level induction in place (as relevant to the nature of the work and the length of the placement).

At a minimum, ICH will require the following documents during induction:

- Resume (if supplied)
- Placement agreement
- Personnel Information form
- Code of Conduct
- Confidentiality
- Conflict of interest
- Drivers declaration (if driving during placement)

The Service level induction must include at a minimum:

- Service user protection (including mandatory reporting)
- Professional boundaries
- Working with diverse service users
- Reporting requirements
- Emergency procedures
- Any relevant safety related topics, for example:
  - Driving and vehicle use
  - Manual handling
  - Food safety
  - Sun safety
  - Dealing with difficult clients

A signed copy of the induction must be sent to HR.

See the ICH Induction Policy for further information.

#### 4.5 Responsibilities of Supervisors

Supervisors are responsible for providing guidance and training about the role. Supervisors are responsible for:

- Supporting the student to develop their learning plan, in consultation with the student.
- Effectively communicating:
  - Workplace expectations.
  - Providing information about the role and responsibilities.
  - Important information (e.g. policies and procedures, workplace standards, etc.).
  - Safety procedures (e.g. emergency, first aid, etc.).
- Organising and ensuring that the student has relevant IT equipment or access.
- Providing a safe and supportive space for students to learn and develop their knowledge, skills and professional practice.
- Providing constructive feedback and encouragement on tasks.
- Role modelling appropriate behaviour and professional practice.
- Meeting any expectations outlined by the University/training organisation e.g., placement meetings, monitoring work tasks, provision of supervision, etc.
- Completing any relevant paperwork required by the University/training organisation.
- Managing hazards and risks.
- Ensuring that students only undertake tasks that reflect their knowledge, skills and capacity.
- Ensuring the Manager is aware of any issues or concerns during the placement.

#### 4.6 Training

ICH will not generally pay for a student or trainee to participate in training, though they may attend if:

- Permitted by the instructor/organisation to observe.
- There is no additional cost to ICH, for example group bookings where there is a set fee for a group to attend.

- A booking is non-refundable, a worker scheduled to attend is away and if no other worker is available or would benefit from the training.
- Authorised by the CEO.

#### 4.7 Safety and Service Delivery

Given the relative inexperience of student and trainees (along with other new workers), there is a higher expectation of supervision and safety requirements.

All student and trainees must be appropriately supervised during their placement and are not to engage in one-on-one support with a service user while a worker is not present, except where:

- There has been a risk assessment and it has been deemed to be a low risk.
- A service user has agreed to receive support from the student.

If a risk management plan is in place for visits or activities that they will be participating in, they must be appropriately trained in this.

It is not appropriate for a student or trainee to be placed in high-risk situations or used as a second worker as a risk mitigation measure.

#### 4.8 Vehicle Use

Students and trainees are not permitted to drive ICH vehicles without approval from the CEO. This is usually a one-off approval (unless otherwise stated) that is for an individual student to drive for the duration of the placement.

Any student and trainee who is driving as part of their placement must supply a copy of their licence and a completed Drivers Declaration to HR.

#### 4.9 Placement Conclusion

The relevant Service Manager shall ensure that student and trainee accounts are secured after the placement has concluded, by:

- Updating the password (ensuring that it is suitably different from the previous one and not able to be guessed).
- Confirming with the CEO that the account has been secured.

The Service Manager shall also inform HR and Reception of the conclusion of the placement.

### 5. Review

This procedure shall be reviewed every 2 years.

This procedure remains in effect unless otherwise determined by the CEO.

## 6. Related Documents

### **Policies**

ICH Recruitment Policy  
ICH Suitability Policy  
ICH Induction Policy  
ICH Code of Conduct Policy  
ICH Confidentiality Policy  
ICH Conflict of Interest Policy  
ICH Service User Protection Policy  
ICH Professional Boundaries Policy  
ICH Vehicle Use Policy  
ICH Sun Safety Policy

### **Procedures**

ICH Vehicle Use Procedure  
ICH Working with Diverse Peoples Procedure  
ICH Food Handling Procedure  
ICH Manual Handling Procedure

### **Forms**

ICH Induction Form  
ICH Personnel Information Form  
ICH Conflict of Interest Form  
ICH Drivers Declaration  
Relevant Service Induction Forms  
ICH Student and Trainee Request Form

### **Other**

ICH Child and Youth and Risk Management Strategy  
ICH Emergency Management Plans