

	STUDENT PLACEMENT POLICY	
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INTRODUCTION

Network West recognises the importance of student placements in the development of appropriately trained and educated social and community sector professionals.

PURPOSE

Network West is committed to ensuring that students on placement undertake real community development work that provides them with relevant training and experience for their future professional life.

DEFINITIONS

A 'student' is an unpaid person who has chosen to acquire credit for all or part of an approved course of academic or practical study through spending time on placement at Network West or is a participant in a recognised student internship program.

A person who is a student but is neither an intern nor required by their course to undertake a placement is considered a volunteer and falls under the direction of the Network West Volunteer Policy.

POLICY

Student placements can only be involved in work considered part Network West's core business in line with current strategic objectives and organisational priorities.

Students in the following fields of study may be considered for placement:

- community development
- marketing and PR
- administration, finance
- governance and public policy courses, or
- from a recognised tertiary institution with which Network West has an established relationship.

Placements will not be considered for students:

- enrolled in private institutions
- undertaking work experience in secondary school
- enrolled in a course where a supervisor has not been assigned

All applications for student placements at Network West are considered on an individual basis based on personal competencies and relevant experience (both personal and professional) that demonstrate a capacity to achieve the agreed outcomes.

PROCEDURES

Network West staff may liaise directly with course coordinators at educational institutions or advertise student placement opportunities through appropriate means.

Prior to an application for a student placement being accepted, the student, the proposed Network West supervisor and the course supervisor must meet to determine if:

- The placement tasks and the learning opportunities are consistent with the objectives of both the course and Network West
- Network West has the resources to adequately support and supervise the student

Before commencement of a placement, the student and Network West must agree on the expectations and responsibilities of both parties. In general the academic institution will set out this document.

It is the responsibility of Network West to ensure that the following have been agreed prior to commencement:

- Allocation of a suitable supervisor (the supervisor need not be a Network West staff member and may in fact be another person selected by the learning institution)
- A regular meeting for supervision and feedback
- Date and time for formal induction
- Knowledge of student's learning goals
- Specific tasks to be undertaken
- Allocation of responsibilities
- Timelines for completion of tasks
- Desired level of achievement at completion of placement, including method of assessment
- Allocation of resources, including access to office space, computers, and other physical resources

Remuneration

In general there is no remuneration or reimbursement of personal expenses. Travel expenses to and from the Network West office and home are not reimbursable. Costs incurred at Network West's request are fully reimbursable.

Role of Academic Liaison person

Most academic institutions have a liaison person to provide a bridge between students and the agency they are placed with. If the institution does not have a supervisor, then the placement will not go ahead. Network West should utilise this position to assist with a range of issues including:

- Development of the learning agreement
- Clarification of issues re evaluation, assessment and supervision
- General problem-solving
- Resolving difficulties that may occur during placement

Insurance

Students are covered by the Network West's VMIA Insurance.

Resolving difficulties on placement

If there are problems arising from a student's performance or behaviour on placement, these should be discussed in the first instance with the student. If not resolved, then the academic liaison should be consulted. The same processes apply if the student experiences difficulties affecting their learning and/or performance.

Failing resolution at this level, the grievance procedure in the paid staff policy will be invoked.

Completion

Students will be offered an exit interview with their Network West supervisor.

Upon request students will be given an appropriate reference detailing their contribution to Network West.

Responsibility

It is the responsibility of Network West staff to ensure that the requirements of these procedures are complied with.

Network West is responsible for providing adequate instructions on the website to allow students to access accurate information about student placement opportunities and processes.

To promote an optimal outcome for an individual placement Network West will:

- Appropriately manage/supervise the placement
- Ensure mutually agreed objectives and outcomes are pre-agreed
- Allocate appropriate resources to achieve outcomes
- Only agree to placements that undertake real rather than constructed tasks which provide relevant training for the student's future professional life

Related Policies

Access, Equity and Diversity

Code of Conduct

Complaints and Appeals

Conflict of Interest

OHS Policy and Procedure (including Wingate Avenue Community Centre policies whilst on site at Wingate Ave CC)

Privacy

Social Media

Volunteer Policy