

Student Placement Policy

Table of Contents

Student Placement Policy	1
1 Purpose of policy	1
1.1 Purpose	1
1.2 Background and policy links	1
2 Definitions	2
3 Scope and application.....	2
4 Legislation and policy.....	3
5 Policy statement.....	3
6 Roles and responsibilities	4
6.1 The student coordinator(s) or business unit representative	4
6.2 The manager/supervisor(s)	5
6.3 The student:.....	6
6.4 The tertiary education institution:	6
7 Records	7
8 Support and assistance	7
9 Document information.....	7
10 Support and advice	7

1 Purpose of policy

1.1 Purpose

The purpose of this policy is to provide an overview of the Department of Communities and Justice's approach to student placements.

Details about making arrangements for student placements are provided in the Student Placement Procedure.

1.2 Background and policy links

This policy replaces any previous Department of Justice, Corrective Services NSW and Family and Community Services policies, procedures or guidelines providing advice about student placements in the Department.

2 Definitions

The table below is a list of terms, keywords and/or abbreviations used throughout this document and the Student Placement Procedure.

Term	Definition
Student placement	<p>For the purpose of this policy, student placement refers to the placement of a student with the Department for a period of work/field-based learning, which forms part of the student’s course of study at university, TAFE, college or other tertiary education institutions.</p> <p>This differs to other forms of work experience or volunteering, not recognised as a formal component of a student’s coursework, which is covered under the Volunteers and Work Experience Students Policy and Procedure.</p>
Student coordinator	<p>Arrangements for placement coordination vary by Divisions.</p> <p>In some Divisions, placements are coordinated by a student coordinator. In other areas, this role may be undertaken by relevant business unit representatives. For information about student placement coordination in your Division, contact your People Business Partner representative.</p> <p>(Note: Student coordinator(s) can also be a manager/supervisor)</p>
Student	<p>A student is a person studying, either full or part time, at a university, TAFE College, or other tertiary education institution for a qualification related to Departmental roles including but not limited to social work, community welfare, psychology, physiotherapy, nursing, occupational therapy, speech pathology, or law, or any person undertaking a period of supervised field placement in a Departmental office, unit or facility.</p>
Manager/supervisor	<p>Depending on the nature of the placement, the student may have one or more Manager/supervisor in the workplace. In most cases in the Department one staff member will perform two roles:</p> <ul style="list-style-type: none"> • direct day to day supervision • professional supervision required to fulfil the requirements of the tertiary education institution (including the requirements of any professional association related to the discipline of the student). <p>An external supervisor may also be appointed by the tertiary education institution where a professional supervisor is not available in the Department.</p>

3 Scope and application

This policy applies to employees who are involved in, or have responsibility for, student placements in the Department.

There are a number of other programs offered by the Department, where students may be completing courses on a part-time or full-time basis, such as a graduate program, cadetship or traineeship. Students who participate in these programs are usually paid a wage. These programs are separate from and not covered by this Policy. They have their own terms of reference and governance arrangements.

This policy does not apply to school students seeking or undertaking work experience or volunteers. They are covered under the Volunteers and Work Experience Students Policy and Procedure.

This policy applies to all DCJ employees within the Stronger Communities Cluster.

4 Legislation and policy

The Department provides services in compliance with relevant legislation, policies and procedures. In the Department, manager/supervisor(s) should ensure that students are aware of the legislation, policies and procedures relevant to their placement. This may include:

- [Work Health and Safety Act 2011 \(NSW\)](#)
- [Code of Ethical Conduct](#)
- [Conflict of Interest Policy](#)
- [Bullying and Harassment Policy](#)
- [Managing Workplace Issues Procedure](#)
- privacy policy and procedures
- work health and safety and wellbeing policies and procedures
- Employment Screening policy and procedures.

5 Policy statement

The Department provides a dynamic learning environment and is committed to the delivery of quality placements for students undertaking relevant tertiary studies that have a compulsory placement component.

Student placements enable the Department to access a pool of prospective entry-level employees who have the relevant capabilities and new ways of thinking, and who can assist and add value to the organisation to meet its workforce capabilities.

The Department works in partnership with relevant tertiary education institutions to develop and attract prospective employees who have the appropriate skills and knowledge for key roles within the Department.

There are also a limited, but growing, number of placement opportunities where the Department is partnering with the non-government sector to offer shared placements.

Some business areas in the Department have developed their own Memorandum of Understanding (MoU) with specific universities regarding student placements. These need to be designed so that they are in line with the Student Placement Policy and Procedure.

Effectively organised student placements can provide mutual benefit to the student and the Department. These include:

- assisting students to develop practical job skills and experience that contribute to their ongoing personal and professional development
- attracting prospective employees who have the appropriate skills and knowledge for key roles within the Department
- assisting prospective employees to gain an overview of departmental operations and an understanding of the daily requirements of working in the Department
- the professional development of employees, particularly in the areas of management skills, mentoring and reflective practice
- for the Department, access to a pool of prospective entry level employees who have the relevant capabilities and new ways of thinking who can assist and add value to the organisation in meeting its workforce capabilities.

Student placements also promote the ongoing development of effective networks between the Department and tertiary education institutions.

Students on placement will not be engaged to replace paid employees. Students are not paid by the Department, are not employees of the Department and are not to be placed in established roles during the placement. Student placements should also not cause a real, potential and/or perceived conflict of interest.

A student on placement can be terminated at the discretion of the Department at any time without notice or cause.

6 Roles and responsibilities

The main roles and responsibilities for the implementation of this policy and the Student Placement Procedure are as follows.

6.1 The student coordinator(s) or business unit representative

Verification of the Department's pre-placement requirements:

- ensuring that students are aware of, and prepared for, the Department's pre-placement requirements such as employment screening and attendance at a pre-placement meeting
- ensuring the relevant student employment screening and clearances have been initiated, verified or obtained prior to the placement commencing
- verifying that documentation outlining the tertiary education institution's insurance cover is provided on request.

6.2 The manager/supervisor(s)

The Department's confidentiality and privacy obligations:

- ensuring that client consent is obtained prior to student involvement
- ensuring the student complies with the Department's confidentiality and privacy policies as well as the principles that govern the Department's work practices including but not limited to the Code of Ethical Conduct
- ensuring that information accessible to the student does not breach privacy restrictions.

General:

- consulting with students on their learning goals and devising tasks/projects that will assist the student to meet these goals, and overseeing the completion of the student's learning contract
- working with the student to create a timetable that includes induction and experience(s) relevant to their needs and the requirements of the tertiary institution
- providing formal and informal supervision as required by the tertiary institution
- providing professional or clinical supervision to meet any professional requirements. Professional supervisors (internal or external) may be involved to ensure that this component is met. Students from some disciplines e.g. social work, psychology, law and clinical students must be provided professional supervision by suitably qualified people¹
- providing students with sufficient support, for example access to the counselling service at the student's tertiary education institution and the Department's Employee Assistance Programs (EAP)
- facilitating access to Department resources, where appropriate, such as office space, computer access, clinical journals etc
- adhering to any division specific requirements for student placement programs

Practical/Hands on experience (depending on the agreed learning contract) where it is considered safe and appropriate for both the student and client:

- providing students with opportunities to work collaboratively with other professionals in a variety of service delivery models
- providing students with experience of working with a range of clients, their families and carers across a range of settings

¹ **Note:** Adult students e.g. psychologists conducting clinical placements in Corrective Services, may be permitted to have direct contact with offenders, however this is subject to an assessment by the CSNSW Workplace Supervisor and the provision of appropriate support and direction.

- providing students with opportunities to participate in the assessment of clients and the planning of service delivery
- providing opportunities for students to participate in relevant quality improvement projects and research
- facilitating student access to other agencies that may extend their learning/clinical experience and knowledge of the service system.

Evaluation:

- ensuring that the student is completing the tasks agreed in the learning contract and meeting the supervision and assessment requirements of the tertiary education institution
- raising any concerns regarding health, safety and well-being and the professional performance and conduct of the student with the student and their tertiary institution as early as possible. Matters can be referred to your People Business Partner representative for advice if required
- providing a formal, written evaluation of the placement as required by the tertiary education institution.

6.3 The student:

- consenting to/providing evidence of employment screening in line with the Department's employment screening policies
- working within the philosophy, policy, practice and legislative requirements of the Department
- performing activities and undertaking tasks agreed with their manager/supervisor(s) and set out in their learning contract.

6.4 The tertiary education institution:

- working in partnership with the Department to ensure that quality placements and appropriately supervised learning experiences are provided
- ensuring the required insurance policies are maintained and accessible to the Department upon request
- providing access to the resources of the tertiary education institution
- providing students with teaching, supervision, support and evaluation
- if required, arranging appropriate identification, uniforms, and vaccinations for students. Any such costs are to be borne by the tertiary education institution or the student.

7 Records

The manger/supervisor must scan and file any relevant documents securely in the Department's records management systems e.g. approval documents, insurance details, learning contracts, correspondence, and any evaluation or other reports.

8 Support and assistance

Additional support and assistance in relation to this policy is available from:

- your student coordinator
- student's day to day manager/supervisor from the Department
- student's placement coordinator from the student's tertiary institution
- your People Business Partner representative.

9 Document information

Document name	Students Placement Policy
Applies to	All Department of Communities and Justice managers/supervisors who are responsible for inducting and supervising the students on placement while they are at the Department
Replaces	Department of Family and Community Services Students Placement Policy CSNSW Work Experience and Student Placement Policy and Guidelines
Document reference	SUB21/38985
Approval	People and Engagement Subcommittee (PESUB) 17 March 2021
Version	1.0
Commenced	17 May 2021
Due for review	16 May 2023
Policy owner	Workforce Strategy, Inclusion and Systems

10 Support and advice

For more advice contact:

Business unit	Workforce Strategy, Inclusion & Systems People, Corporate Services
Email	HRPolicyGovernance@facs.nsw.gov.au