

QAHC Student Placement Policy

Introduction

The purpose of this policy is to outline the circumstances in which QAHC would accept a student placement and the procedures for ensuring the placement is rewarding and successful for both QAHC and the student.

QAHC is keen to take student placements as it provides greater exposure to the work of QAHC and the issues we deal with, supports the development of students (especially lesbian, gay, bisexual or transgender students) and enables QAHC to increase the amount of work we can deliver.

Deciding on a Placement

In light of QAHC's desire to take student placements, we will keep a running list of possible activities/projects for placements, held by the Training & Development Co-ordinator. QAHC may approach educational institutions, letting them know that we are open to taking placements and outlining the type of activities or projects open to students.

QAHC commits to providing meaningful activities for placements that have real-world application and which match their area of study. We endeavour to match a student's expectations with our operational requirements.

Students who enquire about possible placement at QAHC should be asked to complete the '*QAHC Student Placement Enquiry Form*', which should be returned to the Training & Development Co-ordinator. The Co-ordinator will then approach suitable QAHC staff to see if they would be willing and able to take a placement.

The following questions need to be considered when deciding on whether to accept a placement:

- What is the course the student is undertaking and what are their areas of interest?
- Does this match with work that QAHC is undertaking or would like to develop?
- What length of time would the student be with us (how many days per week over what period of time)?
- What level of supervision does the student need?
 - Does the QAHC supervisor need a particular qualification?
 - How much supervision time will be needed?

- Will the supervisor need to prepare reports and/or meet with a representative of the student's educational institution?
- Is there a suitable staff member at QAHC who is able to supervise the student?
- What administrative requirements does the student need (e.g. desk, email etc) and can QAHC provide these?
- Does the educational institution provide appropriate insurance cover for the placement?

Staff who are considering supervising a placement should discuss this with their manager, and jointly make a decision based on the questions for consideration above.

Preparing for a Placement

In agreeing to take a placement, one or more project areas should be decided, so that QAHC can prepare for the student. In most circumstances projects should be chosen that can realistically be completed in time available for the placement, are suited to the skills and experience of the student and is within the resources of QAHC.

The staff member who is supervising the placement should use QAHC's '*Staff Induction Procedure*' (available on the website) to prepare for the student and to support them in their first days and weeks with QAHC.

Depending on the nature of the placement, not all sections of the induction procedure will be necessary. However the decision not to follow any of the activities in the Induction Procedure should be agreed with the supervisor's manager. It is expected that the vast majority of actions in the Induction Procedure will be followed.

The intention of the placement is to give students a real world experience of the workplace. They should therefore be treated as any new staff member starting with QAHC. Following the '*Staff Induction Procedure*' will also ensure that QAHC is meeting its workplace health and safety requirements.

Activities covered in the Induction Procedure include:

- Issuing letter confirming placement details
- Preparing suitable workstation
- Orienting the student to the building, staff, office equipment and safety procedures
- Completing paperwork (e.g. confidentiality statement, driver registration form)
- Meetings with key QAHC staff

- Reading key QAHC documents/policies (inc. strategic plan, annual report, staff code of conduct)
- Meetings with external stakeholders (where appropriate)
- Wider reading (e.g. national/state strategies, research)

Supporting the Placement

The supervisor and student should arrange regular 'supervision' meetings to check progress on the project/s and to provide the student with any necessary support. It may be appropriate for the supervisor's manager to take part in some of the supervision sessions.

Student placements should be encouraged to attend staff and team meetings where possible.

The supervisor is responsible for ensuring the student complies with the QAHC staff code of conduct and that work produced by the student is of suitable quality. Any queries should be raised with the supervisor's manager and/or the student's contact at the educational institution.

Ending the Placement

At the completion of the placement, the supervisor should conduct an 'exit interview' with the student, using the *'Staff Exit Interview Form'*. This will provide valuable feedback to QAHC about our practices and will assist the student to reflect on their time with us. The supervisor should also provide feedback to the student about their work with QAHC and thank them for their contribution.

If appropriate, the supervisor should discuss with the student any current volunteering and/or paid employment opportunities with QAHC. The standard volunteer and job application processes will need to be followed. The student should also be encouraged to become a QAHC member (if not already) or be put on the 'QAHC News' mailing list.

Given the investment in time and resources by both parties, QAHC would like to maintain contact with students and explore opportunities for working together in the future.

The Student should be issued with a standard QAHC Student Placement Certificate, with their name printed on it and signed by the supervisor.

In the event there is a problem with the performance of the student, this should be discussed with the student, supervisor, manager and representative of the

educational institution. Significant breaches of the QAHC staff code of conduct may cause termination of the placement.

Adopted by QAHC Board 9 December 2007

QAHC Student Placement Enquiry Form

This form is to be completed by students thinking of undertaking a placement with QAHC. The information is required to help us match students with meaningful work with QAHC and appropriate supervision.

Student Contact Details

Name of Student:

Student Phone:

Student Email:

Educational Institution Details

Name of Educational Institution:

Course Undertaken by Student:

Name of Contact at Institution:

Phone: Mobile: Email:

Requirements of QAHC Supervisor (e.g. reports, meetings etc)

Insurance Covered by Institution: Professional Indemnity Y/N Public
Liability Y/N Volunteer Insurance/Workcover Y/N

Student Background & Interests

Work/Volunteer/Study Background of Student:

Areas of Student Interest (to guide possible placement projects):

Preferred QAHC Office Base: Cairns Maroochydore Brisbane

Why does the student wish to be placed with QAHC?

Placement Details

Approximate Placement Start Date:

Length of Placement (days per week over a period of time):

QAHC Use

Received by Training & Development Co-ordinator: Date Signature

Agreed with Staff Member: Name Date Signature

Agreed with Manager: Name Date Signature