

RELEVANT TO	All student placement applicants of the Diocese of Maitland-Newcastle and its agencies
INTRODUCED	Human Resources Manager, Diocese of Maitland-Newcastle
REVIEW DATE/S	December 2019
APPROVED BY	Vice Chancellor Administration
RELATED PROCEDURES	Student Placement Handbook

## 1. Purpose

The Catholic Diocese of Maitland-Newcastle and its affiliated agencies (St Nicholas Early Education, CatholicCare, Catholic Development Fund and Catholic Parishes) is committed to the delivery of services consistent with the Principles and Standards detailed in the resource Integrity in the Service of the Church to ensure that the Diocese supports student placement.

The Student Placement policy is established to:

- Inform the community about the Catholic Diocese and the value of the work we do;
- Use it as a way to obtain feedback and new ideas within the organisation;
- Support students to obtain professional development in a range of services;
- Assist in a project task being undertaken for the organisation;
- Experience working within the Catholic Diocese.

## 2. Policy Statement

The Catholic Diocese of Maitland-Newcastle and its agencies (St Nicholas Early Education, CatholicCare, Catholic Development Fund and Catholic Parishes) are committed to participating in the training and education of future professionals for the mutual benefit of the community and the Diocese. As part of that commitment the organisation offers where possible, vocational or work experience student placements, in line with the Student Placement Handbook, and applicable legislation governing vocational placements. Managers of the Diocese may form relationships with Registered Training Organizations (RTO), TAFE and Universities to assess, review and accept suitable student placements. Managers are responsible for identifying potential placement for students, either on a project basis, or, through operational opportunity.

Upon being approached by a prospective work experience student, managers are required to liaise first with the institution's Student Placement Coordinator to ensure that the applicable insurance that the RTO, TAFE or University supplies is adequate for the workplace placement position. Managers should refer to the Student Placement Handbook and

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Student Placement Procedure for step-by-step instructions to establish a Student Placement.

Managers are responsible for ensuring all Student Placement Handbook paperwork is completed, signed and returned to the Human Resources Team in advance of the student commencing. Human Resources are responsible for processing all probity checks, applicable to the student placement (e.g. Police Check or Working with Children Verification Check).

Once all the paperwork is complete, the Student Placement and their Manager will be provided with an agreement which describes the Student Placement.

Student Placements may be allocated a Mentor within the organisation. The Mentor may provide assistance to the Student Placement in the areas of support, advice, guidance, feedback, assessment and learning. The Mentor may provide on-boarding to the site specific, and ensure all applicable paperwork is returned to the Human Resources team. Examples, of site specific on-boarding may include child protection, record keeping, confidentiality, etc.

Student Placements must be supervised at all times.

### 3. Definitions

Manager means for the purposes of this policy a person who is responsible for the operations of the team, in a paid capacity to conduct services on behalf of Diocese of Maitland-Newcastle and its agencies (St Nicholas Early Education, CatholicCare, CDF and Parishes) where a position description exists for the role. The Manager may also be in a Mentor role to the Student for Placement purposes.

Mentor means for the purposes of this policy a person in a paid capacity, who may assist the Manager in providing guidance, oversight, education and mentoring to a Student Placement.

Student or Student Placement means for the purposes of this policy a person who is a student with a training organisation that requires workplace placement, or experience as part of their coursework.

Student Placement Handbook means the Handbook which contains information and forms necessary for the Manager, Student and Student Placement Coordinator to establish a Student Placement.

Student Placement Procedure means the step-by-step instructions used by the Manager in conjunction with the Student Placement Handbook to establish a Student Placement.

### 4. Scope

This policy applies to all Student Placement

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## 5. Policy Context

The policy should be read in conjunction with the Student Placement Handbook and Student Placement Procedure.

## 6. Responsibilities

All Managers are responsible for compliance with this policy.

The Human Resources Manager(s) are responsible monitoring compliance with the policy.

## 7. Legislative/Professional Guidelines

*Vocational Placements Fact Sheet, Fair Work Ombudsman, 2014*

*Age Discrimination Act 2004*

*Disability Discrimination Act 1992*

*Racial Discrimination Act 1975*

*Sex Discrimination Act 1984*

*Australian Human Rights Commission Act 1986*

*NSW Anti-Discrimination Act 1977*

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