

HAWKESBURY AREA WOMEN'S & KIDS SERVICES COLLECTIVE INC.

The Women's Cottage

STUDENT PLACEMENT POLICY AND PROCEDURE

Principle

The Women's Cottage will offer Community Development placements to female students if they are undertaking accredited courses at Tertiary Institutions.

Female school students seeking work experience will also be considered, dependent on the available staff and resources at the Cottage.

Policy

The student placement requires a partnership between the Tertiary Institution, the student and the Women's Cottage and an understanding that the student is on placement to learn and practice skills. Every student should have a current child protection check. Some institutions may require a police record check.

Students must not be in the building without a paid staff member. In the event that there are no paid staff available after closing of the drop in service, a student may take work home to complete.

Where a management collective member requests to do a student placement at The Women's Cottage, she will stand down as a management collective member, for the duration of the student placement, to avoid conflict of interest.

Students on placement are expected to participate in any community events that will take place and in which the cottage is involved. Eg Reclaim the Night, International Women's Day, etc

Procedure

1) A pre placement interview is conducted by the manager or appointed staff member to ensure the placement is appropriate for the organisation and the student.

Working with children, police check and insurance will need to be in place for the student to commence placement.

Students will be given 'Student Orientation Pack' which includes:

- Copy of Student Placement Policy and Procedure
- Philosophy, Vision Statement and Objectives of the Cottage
- Code of Conduct which must be signed
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Hawkesbury Area Women's and Kids Services Collective Inc. Reviewed/updated 14/5/12

Management Collective Approval Date: 14/5/012... Next Review Date: 5/2014

Management Collective Signature:

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- Copy of last Annual Report
 - Women's Cottage brochures
- 2) Students will also be asked to read the Policy and Procedures Manual and demonstrate an understanding of information contained in the orientation pack and Policy manual.

3) Students will complete a draft of their learning contract before placement tasks begin

This will identify:-

- Learning Objective
- Placement Tasks
- Hours during which the placement is to be worked
- Supervision arrangements
- Conflict Resolution Procedures

4) Student placements are usually supervised by the Manager and are subject to the following guidelines which have been developed as best practice for our clients, the student and the organisation;

- Students undertake community development and organizational development based tasks in the first half of their placement. Eg. Events, resource development/updates, answering line 2 and where possible attending local network meetings.
- In the second half of placement students may be invited to sit in with WAVE support worker and may have the opportunity to undertake advocacy tasks that are client related and answer line 1.
- Some group work may be undertaken in the 2nd half of placement, however the Womens Cottage does not offer any observation role for students in therapeutic groups.
- Any case work, counselling hours etc required in the student placement will be undertaken toward the end of their placement.

5) All students are reminded;

- Their role is primarily one of *observation and learning*.
- To abide by the code of conduct and organizational policies
- To adhere to the highest confidentiality

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- 6) Students are asked to submit a written monthly report to the Management Collective meeting summarizing their placement activities for that month and attend at least one HAWKS management meeting if possible.
 - At completion of their placement students are asked to complete a report summarizing their placement learning for The Womens Cottage annual report.
 - A copy of all project material produced by students is to be left at the Womens Cottage as a future resource.

- 7) In the event that a student breaches the code of conduct or if the placement is deemed to be; not in the best interest of clients and/or the organisation; The Womens Cottage's Cottage reserves the right to terminate the placement.

Relevant policies include:

Code of Conduct, Conflict Resolution Policy, Broad Guiding Philosophy, Vision Statement and Objectives of the Cottage