

Undertaking Practicum Subjects

Practicum and placement subjects are a form of Work Integrated Learning (WIL) that allow students to apply the knowledge and skills developed during their studies in a professional workplace environment.

These subjects provide authentic, practical learning experiences and support students in transitioning from study to professional practice.

Preparing for Placement

Before undertaking a practicum or placement, students must meet the relevant requirements for their course and placement.

A student's capacity to safely and competently undertake WIL includes consideration of:

- › successful completion of prerequisite subjects, including any residential school requirements;
- › capacity to meet any program-specific placement requirements;
- › ability to comply with relevant professional and ethical standards; and
- › capacity to consistently comply with the Institute's Student Code of Conduct.

Students may also be required to complete a Criminal History Check, Working with Children Check or other requirements specified by the host organisation.

Where a student requires reasonable adjustments to participate in WIL that forms part of an academic, accreditation or registration requirement, their needs will be considered in accordance with the Institute's applicable policies and requirements.

Arranging a Placement

Students are expected to participate actively in identifying potential organisations for their placement. The Practicum Lecturer will discuss placement options with the student, contact prospective host organisations and provide support and advice in arranging a suitable placement.

Students who identify a prospective host organisation themselves can provide the details to their Practicum Lecturer, who will liaise with the organisation and determine whether it is suitable for the placement.

For Master of Counselling students, the placement also includes a work-based capstone project. The suitability of the host organisation to support the capstone project will therefore form part of placement planning.

Before Your Placement Begins

Before a placement commences, the student and host organisation must enter into a WIL Agreement. The Practicum Lecturer will ensure the agreement is explained, agreed to and signed before the placement begins.

The host organisation and Agency Supervisor are also provided with information about the placement, including its learning outcomes, required activities and client contact, assessment and documentation requirements, supervision arrangements and processes for raising concerns.

The Institute provides the host organisation with evidence of relevant Personal Accident Insurance Cover for Voluntary Workers, Public Liability and Professional Indemnity insurance.

Once placement arrangements have been confirmed, students are provided with the host organisation and Agency Supervisor's contact details and are responsible for contacting their supervisor to arrange attendance.

Student Responsibilities During Placement

Students undertaking a practicum or placement are expected to:

- › liaise effectively with their Practicum Lecturer to assist with placement arrangements;
- › accept a placement at an organisation deemed suitable by the Institute;
- › comply with the host organisation's workplace policies and procedures;
- › attend for the agreed working hours;
- › attend all required supervision sessions;
- › behave safely, ethically and professionally;
- › maintain confidentiality;
- › follow reasonable directions from their Agency Supervisor or other authorised staff;
- › promptly advise their Agency Supervisor or Practicum Lecturer of any difficulties or concerns; and
- › complete any required checks or other host organisation requirements.

Students are expected to maintain satisfactory performance and progression throughout their WIL experience and to contact the Institute promptly if an issue or incident occurs.

Supervision and Support

Students are supported and monitored throughout their placement by their Practicum Lecturer and Agency Supervisor. The Institute maintains regular contact with both the student and Agency Supervisor to monitor the student's progress, wellbeing and the quality of the placement experience.

For each placement, students are required to attend six, two-hour group supervision sessions with their Practicum Lecturer (Bachelor and Master students) and 12 hours of individual supervision sessions with the Agency Supervisor during each placement (3 hours for Diploma students). The group supervision sessions are scheduled for Weeks 3, 5, 7, 9, 11 and 13 and the individual supervision sessions will be scheduled by the Agency Supervisor and student when suitable.

Students are assessed in accordance with the assessment requirements specified in the Subject Outline for their respective practicum subject.

Host Organisation Responsibilities

Host organisations are required to provide students with a suitable and safe workplace environment, appropriate opportunities to participate in workplace activities, and appropriate supervision and feedback.

An Agency Supervisor is appointed by the host organisation to supervise the student and liaise with the Practicum Lecturer throughout the placement.

If a Problem Arises During Placement

Students should raise any difficulty or concern with their Agency Supervisor or Practicum Lecturer as soon as possible.

Where a problem arises, the Practicum Lecturer will work with the student and Agency Supervisor to try to reach a satisfactory outcome. If the issue cannot be resolved, it may be referred to the Program Leader for further action.

Where concerns are identified about a student's or host organisation's ability to meet placement requirements, the Institute will communicate the concerns and provide guidance about how they can be addressed.

If a grievance remains unresolved, the student may lodge a complaint in accordance with the Institute's Non-Academic Complaints and Appeals Policy. In some circumstances, an alternative host organisation may also need to be arranged.

Additional Support During Placement

Students who require additional non-academic support while undertaking WIL can access the support services available under the Institute's Student Support arrangements.

International students requiring additional support can also contact the International Student Liaison Officer.

Overseas Placements

WIL may be undertaken overseas where a formal agreement is established and relevant local requirements are met.

International WIL is subject to applicable Institute policies and procedures, travel advice or restrictions, and relevant workplace legislation in the country where the placement takes place.