

Placement Policy and Procedure

1. Purpose of the Policy

- 1.1 This policy sets out the purpose of the placement component of the Diploma of financial Counselling.

2. Placement Policy

- 2.1 In this qualification, there are significant links to placement. Placement is also known as Workplace Experiential Learning; under the package rules of the Diploma of Financial Counselling (CHC51115), a student must engage in 220 hours of placement experience.

3. Application of the policy

- 3.1 This policy applies to all students of the Diploma of Financial Counselling CHC51115.
- 3.2 Students who are employed whilst undertaking the Diploma of Financial Counselling CHC51115 are not exempt from this policy, but will work with the Placement Supervisor to structure learning outcomes and placement time

4. Commence of the policy

- 4.1 This Policy will commence from 1st January 2017

5. Policy review

- 5.1 This policy will be reviewed annually from the time of commencement

6. Placement Policy Procedures

- 6.1 Students are required to submit a Placement Proposal, using an ICAN Learn Placement Proposal form relevant to the year in which they are making the placement application.
- 6.2 The Placement proposal requires the student to think through the placement requirement and think about the aspects of learning that they will need to meet as a part of the Diploma of Financial Counselling CHC51115
- 6.3 The Placement supervisor will review the Placement Proposal to ensure that the structure, location and workplace supervision components are suitable and will meet the placement requirements.
- 6.4 The Placement Proposal will itemise a workplace. It is vital that the student has approached that workplace and made a request for placement, and that this has been agreed
- 6.5 If the student is working in that workplace, there must be agreement between the workplace and the student that regular time will be set aside to comply with placement requirements to ensure that the student learns appropriately during this time and that learning outcomes can be identified.

- 6.6** The workplace must agree to and provide a qualified financial counsellor to supervise the student's day to day activities in the workplace
- 6.7** The workplace supervisor, who is a qualified financial counsellor of not less than 3 years' experience, will be supported by the ICAN Learn Placement Supervisor
- 6.8** The ICAN Learn workplace supervisor will be available for contact in the event that the student or the work place have concerns or challenges that need to be responded to.
- 6.9** The ICAN Learn Placement Supervisor will ensure a visit to the workplace at least 3 times. This visit will preferably be face to face at least once and preferably twice, and will include the Workplace Supervisor to ensure a clear 3-way process.
- 6.10** In the event that the agency is remote, there may be a phone meeting which must be attended by the Workplace Supervisor, the Student and the ICAN Learn Placement Supervisor.
- 6.11** ICAN Learn Placement supervisor will provide the opportunity for the Workplace supervisor to debrief according to an agreed schedule. This schedule will be no less that a monthly contact with the Workplace Supervisor. This contact may be by phone or face to face, time and circumstances permitting.
- 6.12** ICAN Learn will ensure that students are not exposed to substandard workplace practices and will meet the requirements of Work Health Safety, the Privacy Act, the Equal Opportunity Act, the Sex Discrimination Act, the Privacy Act and other legislation that protects the rights of individuals in the workplace.
- 6.13** In the event that a student becomes unsuitable to participate in a placement; this may be highlighted by the workplace or the RTO, there will be a student management process in which the placement student is required to engage
- 6.14** At all times, ICAN Learn will be aware of and monitor the student, the workplace and its responsibilities as an RTO to meet the standards required in an RTO and in a financial counselling workplace.
- 6.15** ICAN Learn will educate agencies about the Agency Practice Standards through the agency engagement with the RTO through its induction into the Placement Program.
- 6.16** Agency Managers and Agency Financial Counsellor supervisors will be provided with a placement information booklet which sets out the Rights and Responsibilities of the Workplace, the Student and the RTO.
- 6.17** Students will receive a Placement Manual in which all placement information is recorded and forms the contract for placement activities.
- 6.18** Students will be required to record attendance, set and record learning goals and outcomes and maintain a reflective practice log as a part of the placement.

- 6.19** ICAN Learn Placement Supervisor will ensure that student placement manuals are complete before the student is signed off for the placement requirement.
- 6.20** ICAN Learn will retain Placement Records of attendance and learning outcomes in the student filing system. Placement records form part of the assessment requirement of the RTO.