



POLICY AND PROCEDURE

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Approved By :	Director
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STUDENT PLACEMENT

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to the professional development of Early Childhood Educators, by offering supervised student placements in a safe, inclusive and structured environment. This policy outlines the engagement, participation and expectations for all Catholic Early Learning and Care services in hosting university students who wish to complete or are completing their placement. It includes the expectations for all students while engaging in their placement at a service.

2. APPLICATION

This policy applies to all Catholic Early Learning and Care Services in the Diocese of Cairns including Operations Managers, Nominated Supervisors, Supervising Teachers and Service Educators, all students who are undertaking a vocational placement within CELC services (University Placement Students, Certificate III and Diploma students) including liaison with personnel from universities and training Institutions.

3. LINKS TO LEGISLATIVE AND REGULATORY REQUIREMENTS

- Education and Care Services National Regulations (149 Volunteers and students (1, a, b, 2) Volunteers and Students)
- National Quality Framework (NQF) Quality Area 2 Children’s Health and Safety, 4 Staffing Arrangements, 7 Governance and Leadership
- National Quality Standard Standards (QA 2: Standards 2.2, QA 4: Standards 4.1, 4.2, QA 7: Standards 7.1, 7.2)

4. ELIGIBILITY AND ACCEPTANCE

CELC does not provide placement for current employees.

Placement must be organised by the students or their respective universities/training institutes in conjunction with the Nominated Supervisor of the service. It must be accepted by the Nominated Supervisor of the service and overseen by Operations Managers. A formal agreement must be made outlining the dates that placement is occurring, days of attendance and hours of attendance.

- Students must be enrolled in a recognised Early Childhood Education Degree, Certificate III/Diploma of Children Services or Outside of School Hours qualification. Evidence is to be provided through university specific placement forms or equivalent or Confirmation of enrolment forms from the University/Training institutes.
- Placement request forms must include the following:
 - Students' details
 - Course information
 - Required placement dates and hours
 - Learning objectives and assessment tasks.
 - Third Party Reports
- Students must hold a current Working with Children Check (WWCC) or equivalent clearance to undertake placement.
- Students must provide proof of vaccination, child protection training and/or First Aid qualifications where required.
- Written confirmation of placement from university/training institute once placement has been accepted by the service.
- Students must provide the Nominated Supervisor with all of the required information regarding placement from the university/Training Institute including but not limited to (placement handbook for supervising teachers, specific placement requirements of the student, Third Party Reports etc.)
- The placement must be approved by the Director of CELC.

5. INDUCTION AND ORIENTATION

Approved applicants will go through the Volunteer workflow and onboarding process.

All placement students must undergo a comprehensive induction or provide proof of completed inductions at Catholic Early Learning and Care (CELC) Head Office that will cover the following:

- CELC Employee Induction
- CELC Child protection policies and procedures
- CELC Code of Conduct
- CELC Privacy Awareness
- CELC Emergency Response policy & Procedures
- CELC Acceptable social media and Internet use, including the use of smart watches and mobile devices

SERVICE SPECIFIC ORIENTATION AND INDUCTION

- Service philosophy
- Emergency and Fire Evacuation procedures
- Supervision Requirements specific to the service
- Any Medical, Allergy and Anaphylaxis requirements specific to the service

6. RESPONSIBILITIES

STUDENT RESPONSIBILITIES

- Complete a daily attendance record/third party report; this will be signed off at the end of the placement period by the supervising teacher or Nominated Supervisor and submitted to the university/training institute by the student.
- Provide all documentation that is required by the university to the supervising teacher (if the university doesn't already send this information through to the supervising teacher).
- It is the student's responsibility to co-ordinate with the supervising teacher/Nominated Supervisor on the completion of any tasks related to the specific requirements of the placements and/or the completion of assessment tasks.
- Students must always remain under the direct supervision of a qualified educator or supervisor and must never be left alone with children.
- Students are not to be involved in the administration of medication to children or handle any confidential information/records regarding staff, children or families.
- If a placement day is missed, it is up to the student to organise a makeup day with the nominated supervisor and/or supervising teacher.
- The student's daily activities and attendance must match those of their supervisor and meet the required hours as per the placement requirements set by the training provider.

SERVICE RESPONSIBILITIES

- Ensure that all records of placement students are correct and meet legislative requirements, including a daily attendance record stating the date and hours that the placement student has completed. This information is to be stored at the service as per archiving and legislative requirements.
- Ensure that placement students are never left alone with any children.
- Ensure that the supervising teacher/Nominated Supervisor provides regular feedback and evaluation forms as required by the university in meeting their placement requirements.
- Ensure that the supervising teacher/educators are role modelling appropriate ways of working in line with the services policy and procedures.
- Ensure that the supervising teacher is always on premises; the supervising teacher cannot be on holiday/planned leave while the student is completing their placement.
- Regarding meal breaks and working hours, the service must ensure that university placement students work identical hours as the supervising teacher, ensuring meal breaks also match.
- Students are not to handle confidential information/records about staff, children or families during their placement.
- Ensure that students are never allowed to administer or be a part of any documentation process of the administration of medication to children.
- Ensure that students do not conduct toileting or nappy changing routines without direct supervision from a qualified educator or supervisor.
- Address any concerns regarding the performance of the placement student to the university placement coordinator/training institute in a timely manner.
- Ensure that the guidelines for specific professional experience are followed. If clarification is needed, the Operations Manager and the student placement coordinator should be contacted.

7. LINKS

[Education and Care Services National Regulations
National Quality Standard | ACECQA
Guide-to-the-NOF-250101.pdf](#)

8. ENQUIRIES

Catholic Early Learning and Care Director - admin@cclc.catholic.org.au

9. BREACHES OF THIS POLICY

In the event that a placement student does not follow this policy and procedure, they may not be able to complete their required placement within a CELC service. In the event that a breach of responsibilities from either the placement student or CELC service, placement may be put on hold or cancelled.

10. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: 15/07/2025