

School of Counselling Unsatisfactory, Incomplete or Cancelled Placement Policy

Navitas Professional Institute

Document

Document I.D.	ACAP 04 [2] 11P School of Counselling Unsatisfactory, Incomplete or Cancelled Placement Policy		
Policy Owner	Student Placement Department		
Initial Issue Date	08 January 2013		
Endorsed by	School of Counselling Education Committee	Date Endorsed	08 November 2012
Approved by	Dean Academic	Date Approved	08 January 2013
Initial Approver	Dean Academic	Date Initial Approval	08 January 2013

Version Control

Issue Date:	Summary of Changes	Review Date
08 January 2013	Initial approval	January 2018
19 May 2013	Minor amendment	May 2018
11 July 2016	Transitioned to new policy template	January 2018

School of Counselling Unsatisfactory, Incomplete or Cancelled Placement Policy

1. Purpose and Scope

This policy applies to all student placements undertaken by currently enrolled students in the School of Counselling whilst enrolled at the Australian College of Applied Psychology.

The School of Counselling or a placement organisation may choose:

- To cancel a student's placement
- To express concern regarding a student's performance or professionalism while on placement
- To assess a student's performance on placement as unsatisfactory.

A student may wish to cancel a placement for reasons other than withdrawal due to special circumstances such as illness.

2. Policy

The policy outlines the management and procedure for student placements in order to prevent unsatisfactory or failed placements, ensuring that students are supported throughout the placement process.

Any grievances and appeals will be managed using the ACAP Academic Grievances and Appeals policy and will follow ACAP's Principles of Procedural Fairness.

Management of Student Placements

- The School of Counselling Student Placement Department will take a proactive approach to preventing unsatisfactory or failed placements by ensuring that students are supported throughout the placement process.
- Students are responsible for communicating with the Student Placement department regarding any issues or concerns with the placement as soon as they arise.
- Students are required to submit all placement forms as directed on the website <http://www.acap.edu.au/current-students/managing-my-course/placement/>
- Daily supervisors are responsible for contacting the Student Placement Department if they have concerns about a student on placement or are considering cancelling a placement <http://www.acap.edu.au/current-students/managing-my-course/placement/information-for-organisations-and-supervisors/>
- A Mid-Placement Review is conducted by a School of Counselling teaching staff member midway through the placement. The Review is an opportunity for the daily supervisor and /or the student to raise concerns as well as discuss strengths.
- If the concern is raised, the teaching staff member informs the relevant Placement Officer who will intervene as required.

Procedural Fairness

Any grievances and appeals will be managed using the ACAP Academic Grievances and Appeals policy in an unbiased manner and will follow ACAP'S Principles of Procedural Fairness.

Unsatisfactory, Incomplete or Cancelled Placement

If a student's performance on placement is deemed unsatisfactory, incomplete or cancelled by the supervisor, student or Student Placement department, the following process will be followed:

1. The Student Placement Manager or Coordinator will interview the daily supervisor to determine the cause of the cancellation or unsatisfactory placement and seek information on competencies, professionalism or other areas that need to be addressed.
2. The student is required to meet with an academic staff member and the Student Placement Manager or Coordinator to discuss the issues. During this process, the student's perspective and feedback will be taken into consideration.
3. The Student Placement Manager/Coordinator will create a required performance plan or learning contract to address the areas of concern in collaboration with the academic staff member and the student, and to support the student's need to meet PACFA course accreditation requirements.
4. The on-campus clinical supervisor of a counselling student enrolled in a placement and supervision unit will be involved in the meeting to develop the performance plan or learning contract. Supervision may be used as the forum to develop the learning contract for another placement.
5. The student will work with the Placement Coordinator/Officer to secure another placement.
6. If another placement cannot be commenced, the student will need to withdraw from the unit and re-enrol when the next placement has commenced.

Students on Counselling Placements

Counselling placements must meet PACFA course accreditation requirements. Therefore, when a student's performance on placement is found to be unsatisfactory or the placement is cancelled, the performance plan or learning contract may include:

- Specific learning goals designed to assist the student to develop the necessary knowledge, skills and/or professionalism,
- Engaging in clinical supervision sessions with the Counselling Placement Lecturer or another School-appointed clinical supervisor
- Attending a one week, on campus counselling development workshop with a learning contract to be achieved over the week,
- Meeting daily with the teaching staff member facilitating the counsellor development workshop to discuss progress in meeting learning goals,
- Being assessed on progress in relation to the learning goals during the workshop,
- Assessment of the student's performance as satisfactory or unsatisfactory by the teaching staff member who will provide a written report to the Student Placement department and the student on progress against the student's learning goals.

The Student Placement Manager/Coordinator and the academic staff member will meet with the student to review the learning plan and determine whether the learning goals have been attained. If the outcome of the meeting is that the student's progress is assessed as unsatisfactory, the student will be required to complete a second workshop later that year addressing the amended learning goals. The student will be encouraged to complete skills units on campus wherever possible to develop the competencies needed prior to attending the second workshop. The student may be required to undertake other interventions as agreed with the student, for example self-development by attending counselling or coaching. The student must achieve the learning goals before they are eligible for another placement. If the student is assessed as unsatisfactory after a second review, the student will meet with the academic staff member to discuss options, including early exit from the course, or deferral of study for a period of time to gain further experience, for example as a volunteer for a crisis support or welfare related organisation.

3. Responsibilities

- The Daily Supervisor is the onsite supervisor overseeing the placement and responsible for assessment and signing placement forms.
- The Senior School of Counselling staff member refers to a faculty member with relevant background and experience relating to the placement.
- Clinical supervisor refers to the teaching staff member facilitating the supervision group for students on placement.

4. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Academic staff/teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

Clinical supervisor refers to the teaching staff member facilitating the supervision group for students on placement.

Daily supervisor refers to the onsite supervisor overseeing the placement and responsible for assessment and signing placement forms.

Institution (the)/College (the) means the Navitas Professional Institute and its colleges (see registration information below).

Senior School of Counselling staff member refers to a faculty member with relevant background and experience relating to the placement.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

5. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations. The next scheduled review of this document is listed in the Version Control section on Page 1.

6. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

7. Related documents

All related documents in connection with Student Placement at ACAP.

8. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011 Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; and Australian Qualifications Framework.

Registration information

The Navitas Professional Institute Pty Ltd, trading as the Australian College of Applied Psychology (ACAP), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500.