# School of Counselling Unsatisfactory, Incomplete or Cancelled Placement Policy

<table>
<thead>
<tr>
<th>Title of Policy</th>
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| **1. Purpose of Policy** | A placement organisation or the School of Counselling may choose to:  
  - cancel a student’s placement,  
  - express concern regarding a student’s performance or professionalism while on placement  
  - 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. Scope of Policy** | 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. |
| **3. Responsibilities** | 1. Daily supervisor is the onsite supervisor overseeing the placement and responsible for assessment and signing placement forms.  
  2. Senior School of Counselling staff member refers to a faculty member with relevant background and experience relating to the placement.  
  3. Clinical supervisor refers to the teaching staff member facilitating the supervision group for students on placement. |
| **4. Definition of Terminology** | Unless the contrary intention is expressed in this policy, the following words (when used in this policy) have the meaning set out below:  
  1. Daily supervisor is the onsite supervisor overseeing the placement and responsible for assessment and signing placement forms.  
  2. Senior School of Counselling staff member refers to a faculty member with relevant background and experience relating to the placement.  
  3. Clinical supervisor refers to the teaching staff member facilitating the supervision group for students on placement. |
| **5. Policy** | **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 ‘How Placement Works’;  
  - Daily supervisors are responsible to contact the Student Placement Department if they have concerns about a student on placement or are considering cancelling a placement (see Supervisor Information)  
  - A Mid Placement Review is conducted by a School of Counselling teaching staff member mid-way 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.
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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.

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,
- the student will work with the Placement Coordinator / Officer to secure another placement,
- 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.

1. 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.
2. 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.
3. The student will be encouraged to complete skills units on campus wherever possible to develop the competencies needed prior to attending the second workshop.
4. The student may be required to undertake other interventions as agreed with
the student, for example self-development by attending counselling or coaching.
5. The student must achieve the learning goals before they are eligible for another placement.
6. 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.

### Administrative Information and Document Control

<table>
<thead>
<tr>
<th>Policy Stakeholders</th>
<th>The principal users of the policy are the Head of School of Counselling, Undergraduate Coordinator School of Counselling,, Postgraduate Coordinator School of Counselling, Student Placement Department Staff, and students on placement</th>
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<tbody>
<tr>
<td>Related Documents</td>
<td>All related documents in connection with Student Placement at ACAP</td>
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<tr>
<td>Related laws and regulations</td>
<td>The <a href="#">Higher Education Threshold Standards</a> made under the <a href="#">Tertiary Education Quality and Standards Agency Act 2011</a> (as amended from time to time), including the Qualification Standards (TEQSA); the VET Quality Framework made under the <a href="#">National Vocational Education and Training Regulator Act 2011</a> (Cwlth), and the associated Australian Qualifications Framework (AQF).</td>
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<tr>
<td>Author/s</td>
<td>School of Counselling Student Placement Department</td>
</tr>
<tr>
<td>Policy Endorsed by</td>
<td>School of Counselling Education Committee &lt;br&gt; <strong>Endorsement date</strong> 8 November 2012</td>
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<tr>
<td>Policy Approved by</td>
<td>Dean &lt;br&gt; <strong>Approval date</strong> 8 January 2013</td>
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<tr>
<td>Current Version</td>
<td>1.0</td>
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<td>Next review date</td>
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<td>Initial approval date</td>
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