



# Guidelines for Supervising University Student Placement

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## 1. Introduction and Purpose

Catholic Schools Parramatta Diocese is a ministry of the Church whose purpose is to transform the lives of students so that they can reach their potential using their gifts and talents at the service of their communities. Catholic School Parramatta Diocese (CSPD) is committed to developing learning communities that are safe, respectful and just. Students and staff will protect and promote the dignity of all people recognising that each is created “in the image and likeness of God” (Genesis 1:28).

The purpose of these guidelines is to clearly articulate the respective roles and responsibilities in university student placement and what can be expected in a typical placement offering from CSPD.

This document has been informed by Field Education Manuals from several universities who have previously had clinical students placed at CSPD schools.

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## 2. Scope

These guidelines apply to all university students who have been accepted into a professional experience placement at a CSPD school in the fields of social work and psychology.

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## 3. Definitions

**AASW** refers to the [Australian Association of Social Workers](#)

**APS** refers to the [Australian Psychological Society](#)

**CSPD** refers to the Catholic Schools Parramatta Diocese Limited, schools and the central office.

**LCSP** refers to the Lead Counsellor for university Student Placements who is responsible for coordinating said placements.

**Placement supervisors** refers to the CSPD Wellbeing Counsellors responsible for the university student placement on a day to day basis.

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## 4. Detailed Information

### 4.1 Overview of CSPD university student placements

- a. Catholic Schools Parramatta Diocese Limited (CSPD) is committed to providing high quality university student placements to social work and psychology students. Placements within CSPD provide opportunities for university students to apply theoretical and skills-based learning in a unique, Catholic practice setting.
- b. CSPD is only able to offer placements to Social Work Students in their final placement and Masters of Professional Psychology Students.
- c. Requests for student placements by universities and offers to be a placement supervisor will be held in a central database, which will be managed by the Lead Counsellor for university student placements (LCSP).
- d. If a Wellbeing Counsellor has an interest in supervising a university student they should consult with their Principal/s. If the Principal/s agrees to the student placement occurring at that school/s the Wellbeing Counsellor will complete an Expression of Interest form. The LCSP will match requests from universities with expressions of interest to supervise. This will occur on a semester basis. Once matched, the placement supervisors will liaise directly with the university.
- e. Students will be linked with at least one qualified social worker/psychologist in CSPD. This learning experience will be supported by supervision promoting critical reflection guiding students through a developmental process focusing on knowledge, skills and values relevant to the profession, in the context of providing wellbeing services in a Catholic education setting.
- f. Through the course of a semester CSPD will provide a maximum of 5 students on placement at any one time.
- g. University student placements with CSPD will generally require a variation in placement hours during school holiday periods. It may be possible for the university student to work independently on research tasks, participate in online training, to attend interagency meetings and to visit other services during this time. However, as there will be no direct client contact

or formal supervision during the school holiday period it may be necessary for the placement hours to be varied over this period. This will be determined in consultation with the University and the LCSP

## 4.2 Roles and responsibilities in CSPD university student placements

An excellent university student placement rests on effective collaboration between student, placement supervisor and the university. Each university student will have two CSPD placement supervisors. At least one supervisor must be of the same profession as the student on placement. Both supervisors will need to collaborate in the pre-placement interview ([Social Work Placement Drive](#)).

The responsibilities of the placement supervisors and the university student in the CSPD practice setting are outlined below.

### 4.2.1 CSPD placement supervisors will:

- Participate in a pre-placement interview to ensure that CSPD is an appropriate practice setting agency for the student.
- Ensure that the student provides a copy of her/his/their Working with Children Check number to be shared with the LCSP and kept in a central database .
- Identify suitable tasks and, in consultation with the university student, design an appropriate learning program as documented in the student's Learning Contract.
- Provide the equivalent of at least 1.5 hours formal supervision per student for each 35 hours of placement, in accordance with AASW student supervision requirements. The required formal and informal supervision requirements for Masters of Professional Psychology as required by the board will also be provided.
- Cite and sign the university student's log of hours on a weekly basis during formal supervision.
- Provide ongoing informal feedback to the student.
- Collaborate with the university student to complete the Learning Contract, Mid and End Placement Reports by the due dates,

- Provide a mid placement review for Masters of Professional Psychology students
- Participate in the Mid Placement Liaison Visit.
- Where possible, attend seminars on student supervision and field education, provided by universities.
- Ensure university students have appropriate access to CSPD Wifi and CSPD email address.
- Discuss and negotiate variation of hours for school holidays with the university student.

#### 4.2.2 University students on placements will:

- Attend a pre-placement interview to ensure that a placement at CSPD is appropriate to their learning needs and values.
- Be supportive of the ethos of the Catholic Church.
- Have a Working with Children Check number and complete the Building Child Safe Communities process on the CSPD website.
- Wear a name badge, supplied by the university, identifying them as a university student on placement.
- Provide their own transport when required to travel independently between CSPD sites.
- Provide their own device to be connected to the CSPD Wi-Fi
- Conduct themselves in a manner appropriate for a student in a professional setting and in accordance with the AASW or APS Codes of Ethics.
- Conduct themselves in accordance with the CSPD practice guidelines for Wellbeing Counsellors which outlines expectations around confidentiality and privacy.
- Conduct themselves in accordance with the CSPD Professional Code of Conduct and all other relevant policies and procedures.
- Familiarise themselves with expectations, such as punctuality and dress code, of each school in which they are placed.
- Inform placement supervisors if there is a conflict of interest involving a student, family or other professionals.

- Prepare a Learning Contract in consultation with CSPD placement supervisors, the university field educator and course guidelines.
- Participate in the process of evaluation of their learning and the preparation of the Mid and End Placement Reports.
- Demonstrate a commitment to learning by being actively involved in placement tasks, activities and supervision.
- Complete the required hours of placement according to their university course requirements.
- Advise both supervisors of any days that they will be absent from placement with an understanding that all placement hours need to be completed to satisfy the AASW/APS requirements.
- Complete their timesheet each day and share this with their placement supervisors in weekly formal supervision. This must be signed by their CSPD supervisor on a weekly basis.
- On occasion issues such as health, family or personal issues arise for university students that impact their ability to perform at their best during placement. If a student becomes aware of an issue that is causing them stress or is likely to cause them stress they should initially seek support from their placement supervisors. The placement supervisors may seek additional support from the Coordinator of Counselling or Wellbeing Manager.

#### **4.3 University student placement structure**

A placement at CSPD provides opportunities for university students to participate in the practice setting of at least one primary school and at least one high school, as well as being involved in other CSPD Wellbeing Counselling teams. The placement structure will include:

#### **4.4 Orientation**

University students will be provided with a 2 day orientation program in the first week of placement, similar to what is provided to new CSPD Wellbeing Counsellors.

#### 4.5 University student placement passport and placement overview

Students will be given a 'placement passport' and throughout their placement will be encouraged to participate in learning opportunities as below:

- Shadow various specialist CSPD teams (Behaviour, Attendance, Family Clinic)
- Shadow diversity staff and/or teacher's assistants within schools to observe adjustments provided to students as required
- Shadow presenters for Youth Mental Health First Aid training and TMHFA
- Participate in child protection training/safeguarding/local school inductions
- Participate in CSPD Work Health and Safety online training
- Attend practice-focused workshops provided by CSPD Wellbeing Counsellors (see below for details or can we make it a link?)
- Attend the training provided each term to the K-12 Wellbeing Counsellor team
- Workshops will be made available for Students during their placement

For the duration of the placement university students will have opportunities to participate in the practice setting of school counselling where they will:

##### 4.5.1 *Observe individual/family counselling sessions*

With informed client consent the university student will observe counselling sessions with children, young people or families conducted by their placement supervisors.

##### 4.5.2 *Conduct individual/family counselling sessions*

Each university student's proficiency in this area will be discussed in supervision. Strengths and challenges will be identified. In the interest of clients and our commitment to the AASW/APS Code of Ethics university student participation in this placement task is at the discretion of the placement supervisor. In cases where a university student is deemed competent to engage in this work independently a consent form, specific for counselling provided by a university student, is to be discussed and completed by the school student client and parent/carers.

#### 4.5.3 *Family Clinic*

University students will be given opportunities to observe the CSPD Family Clinic that provides family therapy to families referred by Wellbeing Counsellors.

#### 4.5.4 *Co-facilitate group work programs*

University students may be given opportunities to observe their placement supervisor or another Wellbeing Counsellor in planning and facilitating groups with children, young people and/or parents. Students will be given opportunities to plan and co-facilitate on a gradual basis, according to demonstrated proficiency.

#### 4.5.5 *Resource development*

There may be opportunities for university students to develop specific resources as discussed with their placement supervisors.

#### 4.5.6 *Participate in research tasks*

University students may be given opportunities to participate in research tasks specific to the practice setting of counselling in schools. This may involve working closely with the Wellbeing Counsellor who has nominated the research task chosen.

### **4.6 Additional considerations for CSPD university student placements**

#### 4.6.1 *Cultural Supervision*

Students who have identified as Aboriginal or Torres Strait Islander will be eligible for additional Cultural Supervision as part of their placement hours at CSPD. The student should request that this be provided by a university academic Aboriginal staff member or that the university organise appropriate cultural supervision. This supervision can be provided either by phone, zoom or in person. Regular Cultural Supervision appointments will be recorded in the student calendar. Students will also be introduced to staff of the CSPD Jarara Indigenous Education Unit. There may be opportunities for the student to observe the work of Jarara staff throughout their placement.

#### 4.6.2 *Placement by CSPD staff undertaking social work education*

Placements are not usually undertaken in an agency or organisation in which the university student is employed, in line with Australian Social Work Education and Accreditation Standards (ASWEAS), (AASW, 2013).

However, as per the ASWEAS guidelines exceptions can be made if the Course Convenor is satisfied that the educational goals of the placement can be achieved in the workplace and that the role of the social work program in assessing the university student's performance is not jeopardised, where tasks are different from those usually undertaken, where the placement supervisor is not the student's regular supervisor and where for the most part the colleagues are not the student's usual work colleagues.

#### 4.7 **Intellectual property and confidentiality**

- Students on placement should be aware that CSPD has a claim to the intellectual property created by the student where the intellectual property:
  - has been created utilising substantial resources of CSPD;
  - is created because of pre-existing Intellectual Property owned by CSPD;
  - has been created by a team of CSPD, of which the student is a member; or
  - has been created because of funding provided by, or obtained by, CSPD.
- Students often contribute to research, policy analysis, program development and other written or creative work while on placement. Students are entitled to be listed as a co-author on such works, and may cite co-authored works achievements within their CV, and in the Mid or End Placement Report.

#### 4.8 **Managing unsuitable student placements**

CSPD reserves the right to cancel a placement, change the location of a placement or CSPD placement supervisor at any time for any reason. This would be discussed and negotiated with the student, placement supervisors, LCSP and the university.

#### 4.9 Pre placement questionnaire and post placement questionnaire

To assess the needs of university students as well as evaluating the quality of the placement program university students will complete a pre placement questionnaire and post placement questionnaire.

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### 5. Related documentation

- [Safeguarding Procedures](#)
  - [Code of Conduct](#)
  - [Counsellor's Guidelines](#)
  - [AASW Practice Standards](#)
  - [AASW Code of Ethics](#)
  - [CSPD Wellbeing Counsellors - A guide for schools](#)
  - [Work Health and Safety](#)
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### 6. Further information

Further information on this policy can be directed internally to the Wellbeing Directorate via the Enterprise Service Desk on (02) 9840 5620 or via email [esd@parra.catholic.edu.au](mailto:esd@parra.catholic.edu.au) or the ESD Self Service Portal.

For external queries please contact CSPD's Community Liaison team at [cl@parra.catholic.edu.au](mailto:cl@parra.catholic.edu.au) or (02) 9840 5600.

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