

	Student Placement policy
Date Created:	July 2011
Date Last Reviewed	May 2016
Created By:	The Committee of Management and Staff
Authorised By:	Committee of Management
Review Responsibility:	The Committee of Management and Staff
Review Date:	May 2019

Mandatory – Quality Area 4

Purpose

To ensure that students are offered places from accepted courses and in accordance with priority and supervision guidelines as outlined in this policy statement.

Scope

The Sherbourne Preschool recognises that student placements are important for the training and development of future carers for children in the wider community and so will offer placements to students studying specifically related courses.

Application

All staff and students working at Sherbourne Preschool.

Policy statement

The Sherbourne Preschool will provide placements for students in the centres. Priority will be given to students studying a diploma or degree in early childhood, Certificate I – III, or work experience. Courses that are unrelated to Children’s Services, e.g. nursing and social work, are assessed on an annual basis.

- Student placements will be organised on an annual basis in a manner that is planned and appropriate and suits the needs and culture of the centre
- Students are allocated a ‘student supervisor’ at the centre and must meet the relevant documentation and competency requirements.
- Students are expected to abide by the requirements of the Education and Care Services National Regulations 2010, all Sherbourne Preschool policies and principles of accreditation, whilst attending the centre.
- Students are required to sign in and out each day for insurance purposes.
- Students are not to give advice and information about parenting and individual children to parents/carers.

Our responsibilities

Sherbourne Preschool Children's Centre staff have a responsibility to ensure that:

- An induction process is undertaken for all students prior to commencing their placement.
- All students are supervised by a qualified staff member at all times.
- Students are not to be left alone or left in charge of a group of children.
- Students are made aware of the conditions of their placement as outlined previously.

Source

National Quality Standard 2011
Education and Care Services National Regulations 2011
Early Years Learning Framework
Victorian Early Years Learning and Development Framework