Student Placement

Current Workplace Bachelor of Applied Social Science (Counselling)

Students may be currently employed or volunteering in occupations where they deliver or provide appropriate services to clients that meet the Placement Standards of their program. Students who believe their current workplace meets the required placement standards and learning outcomes, and who would like to undertake their placement at their current workplace are required to first discuss this option with your Student Placement Officer prior to submitting a Current Workplace Application to the Student Placement Department.

Learning outcomes of Student Placement:

1. Application of specialised theory into practice in a relevant environment that is challenging and supportive
2. Consolidate and develop their specialised knowledge and skills base
3. Network and develop links within the placement organisation and across the industry
4. Identify, clarify and explore career options
5. Enhance their personal and professional development
6. Build and develop their professional confidence

Students wishing to undertake a placement in their current workplace will need to undertake a project or change of work focus that demonstrates the application of the theory learnt in your course, in practice in your workplace. This project must be an extension of or different to the student’s current job description (unless the student is in a new role). This ensures that the placement will provide the student with an opportunity to apply the skills they have been learning at ACAP.

Students will need to provide the Student Placement Department with a detailed portfolio to support their application (refer to guidelines below).

The Current Workplace Application must include the following:

- An Application Letter outlining an alternative project/work focus within the organisation that either differs to or is an extension of the student’s normal role and can meet the goals stated in the Student Learning Contract and learning outcomes of Student Placement
- A current job description which clearly outlines current responsibilities/role within the organisation and a proposed project/work focus description which demonstrates a clear delineation between the existing work focus and the proposed work focus
- Evidence of appropriate supervision arrangements with no dual relationship. The proposed supervisor must not have a dual relationship with the student in order to independently provide feedback and support to the student (e.g. subordinate, family member, friend etc)
- A completed Student Learning and Supervision Contract which indicates the goals for the proposed placement

Upon submission, the application will be assessed by the Student Placement Department who will notify the student once their application has been assessed. Incomplete Current Workplace Applications which do not address the five points above will not be assessed and will be returned to the student. If a placement is approved, the student will proceed as though they were commencing a placement within any other organisation.

There is a 7 day assessment period for Current Workplace Applications so please plan accordingly.
Current Workplace for Placement
Application

You must keep a copy your application as it will not be returned.

1 – STUDENT DETAILS

<table>
<thead>
<tr>
<th>ACAP student ID number</th>
<th>Student Placement 1</th>
<th>Student Placement 2</th>
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<tbody>
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Title_________________ Family Name_________________ Given Name(s)_________________

Contact Phone_________________ Mobile_________________

Address________________________________________

E-mail Address__________________________________

There is a 7 day assessment period for Current Workplace Applications so please plan accordingly.

2 – APPLICATION DETAILS

The Current Workplace Application must include the following:

☐ An **Application Letter** outlining an alternative project/work focus within the organisation that either differs to or is an extension of the student’s normal role and can meet the goals stated in the Student Learning Contract and meets the required placement standards and learning outcomes of Student Placement.

☐ A **current job description** which clearly outlines current responsibilities/role within the organisation and a proposed project/work focus description which demonstrates a clear delineation between the existing work focus and the proposed work focus.

☐ **Evidence of appropriate supervision arrangements** with no dual relationship. The proposed supervisor must not have a dual relationship with the student in order to independently provide feedback and support to the student (e.g. subordinate, family member, friend etc)

☐ A **completed Student Learning and Supervision Contract** which indicates the goals for the proposed placement

3 – OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
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<tbody>
<tr>
<td>Received by College</td>
<td>/ /</td>
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<tr>
<td>Received by Student Placement Department</td>
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<tr>
<td>Approved/ Not Approved</td>
<td>/ /</td>
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<tr>
<td>Hours if approved:</td>
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<tr>
<td>Notification sent to applicant</td>
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