

How do I go about finding a Student Placement?

(Also use this structure when you are searching for paid employment)

Step by step:

1. Complete criminal record check.
2. Set aside 1 hour per week (minimum) with no interruptions for your search. Have a clean desk or table, your computer and the forms below printed out ready to hand write on. Email does not work as an initial contact. You need to personally call the organisation.
3. List the areas you are interested in eg Kids or women or drugs and alcohol etc. And the suburbs you would prefer. List any connections or network you already have that could potentially offer a placement opportunity (networking is by far the fastest way to secure a placement as they already know you or you have been referred by someone they know)
4. Open Google Maps and zoom to your preferred region so you have all the possible search suburbs, towns etc that could give you a result when you search the database.
5. Start by calling your network contacts as these are your first priority
6. If unsuccessful with your network, go to the organisation database under student placements in student resources on My.acap
<http://my.acap.edu.au/OtherApplications/FieldworkOrganisations/search.php>
7. Use as many different search words as you can to get a nice long list of potentials - around 50 is a good start. Remember the database is just a directory of places that took a student at some point. You will need to call them to find out if they have anything available for next term or if they still take students at all and who the current person to speak with is, as details change constantly
8. Split the list into groups of 10 from most wanted to least wanted.
9. Prepare your resume and a cover letter as most organisations will want this (see additional resources at the end of this document for a sample of a great resume and cover letter for you to use as a model)
10. Work out which days you can be available and how many days it will take to complete the hours for your placement.
11. Prepare a tracking sheet with name of org, date, who spoke to, result, follow up date, result. (or use the one at the end of this document)
12. When all is prepared, set aside 1 hour blocks to make your calls. Tell yourself that every 'no' is one step closer to a 'yes'. It's the same as applying for a job – it takes time, but the more positive you are with the people you call, the better the chance they will say yes. If you are 'flat and over it', they will hear that in your voice and who wants to have that around their organisation?
13. Use the script below with each call

Say “ My name is Amanda and I’m a Counselling student at Australian College of Applied Psychology and I’d love to do my student placement at xxx. Who would be the best person to speak to about that?”

When you get the right person, tell them why you want to go there, where you are up to in your studies and when you would like to start, then ask them if they have a placement available for that time. Then go from there.

If they say no, ask them if they know of any other organisation in the area that may have a placement opportunity available? (add any new organisations to an email to send to Student Placements so we can contact them and determine if this would be a suitable placement.)

14. If they say yes or maybe, note the name of the person, what they said, what you need to do next eg send resume, and when you will follow up etc on your spreadsheet.
15. If you leave a message it is your job to follow up. This is your placement and is most likely not a high priority on the person’s list of all they have to do. If you do not hear back after 2 days, call the person again.
16. It would be most helpful and generous towards your fellow students if you would also take a moment to open a new email and list any changes to the information on the database that you have discovered eg new contact person and their details, organisation no longer takes placements, organisation closed etc and at the end of your session or your search, forward this to your Student Placement Officer who will make these changes to the database so the next student has the updated information. This way, the database will be constantly updated and this will assist you.
17. Many organisations will say no. They are saying no because it doesn’t work for their organisation to offer the student placement opportunity that you require right now. This is not personal to you and does not mean anything about you. It just doesn’t work right now, so make another call.

Remember - every ‘No’ that you get is one step closer to a ‘Yes’.

18. When you find an organisation that says yes – use the form *Placement Opportunity* so you are clear exactly what experiences are / are not available within that organisation. (TBA)
19. When you have found an organisation that sounds like a suitable placement, make an appointment with the person who will be supervising you. Use the *Pre Placement Meeting* form to prepare and during this meeting
20. Complete the *Student Placement Confirmation, Insurance And Code Of Conduct Form* and lodge it with student placements together with the *Pre Placement Meeting* so your student Placement Officer knows what you will be doing on the placement.
21. How many calls will it take? No one knows. All you need to do is keep going until you find a ‘yes’. Minimum success rate is 8 calls dialled per hour spent.

(NOTE: if you have spoken to the manager or person who looks after student placements for 10 organisations and they have all said no, call your Student Placement Officer / Coordinator who will work with you to discover if there is something you need to alter in your approach or Résumé etc to ensure your success. Sometimes ‘fine tuning’ can make a big difference.)



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