

STUDENT PLACEMENT FREQUENTLY ASKED QUESTIONS

Who is the main contact in HR for Student Placements?

The Human Resources Business Partner (HRBP) Team are the main contacts in HR for student placements. Any enquiries can be directed to the below contact details:

- ▶ Email: hrbp@mn.catholic.org.au
- ▶ Phone: 02 4979 1266

Why has the Student Placement Handbook been created?

The Student Placement Handbook has been created to provide a consistent and clear process across all agencies. It has also been created to ensure that all information is combined into one document and is easily accessible.

How long does it take to process student placements in HR?

We recommend that the Student Placement Handbook is sent through to HR at least 2 weeks prior to commencement, to ensure enough processing time.

Does HR Clearance need to be provided to the Agency/School prior to commencement?

Yes, it is important that HR Clearance has been received by the Agency/School prior to a student commencing placement. If Clearance has not been provided the placement needs to be delayed. Without this clearance the Agency/School may be in breach of the WWCC regulations, in which this will then need to be reported to the Office of Safeguarding for review.

Do I need to keep a register of student placements?

Yes, HR recommend that all Agencies/Schools keep a record of their student placements and if they have been cleared by HR. What we would recommend keeping track of is the following:

- ▶ The Dates of Student Placement – if the Student extends their placement HR will need to be notified.
- ▶ The Dates of the Training Institutes Insurance – if this date expires throughout the placement an updated copy of insurance will need to be provided to HR.

Do student placements need to complete both a WWCC Clearance and a WWCC Exempt Declaration Form?

No, students will only need to complete the form that is relevant to them. A WWCC Exempt Declaration form is for students that are under the age of 18 and do not need to be cleared through the Office of Children's Guardian.

How do students request placement with the Diocese and/or its agencies?

We suggest that students make contact at the operational level to organise the placement details and ensure that there is capacity for training.

What is a Certificate of Currency for insurance and why is it needed?

A Certificate of Currency is a document confirming that an insurance policy is current and includes details of the sums insured, the policy type as well as the policy expiry date. This is required as student placements are not covered by the Diocese's insurance policies and are instead usually covered by their registered training organisation.