Catholic Diocese of Maitland-Newcastle

STUDENT PLACEMENT HR PROCESS

Student Placement contacts the Agency/School

Agency/School provides the Diocesan Student Placement Handbook to the student

Student completes relevant documentation and returns to the Agency/School

The Agency/School reviews the submitted paperwork and ensures the Student Handbook has been completed

The Agency/School sends the completed Student Placement Handbook to hrbp@mn.catholic.org.au *2 weeks prior to the commencement date

The HR Business Partner (HRBP) Team reviews all documentation and liaises with WWCC Team to process clearance for the student

The HRBP Team sends a email confirming Student Placement clearance to the Agency/School to confirm placement can commence

On commencement of placement the WHS Level 2 Induction Checklist is to be completed. This is to be sent through to HRBP Team within 1 week of commencement.

Catholic Schools Office | Catholic Care Social Services Hunter-Manning | Catholic Development Fund | Office of Safeguarding | St Nicholas