Department of Health and Human Services

Student placement application process: a guide for students and education providers

Applications

There are two ways to apply for a student placement in the department: via an online application form or bulk student placement application spreadsheet.

Online application form

Students can apply directly by completing an online application form. Once this is submitted, their nominated University/Training Organisation Fieldwork Coordinator will receive an automatic email.

Bulk student placement application spreadsheet

Education providers can apply on behalf of students by completing a bulk student placement application spreadsheet available on the student placement webpage and emailing it along with the students' resumes to studentplacements@dhhs.vic.gov.au.

The information required on the bulk application spreadsheet is the same as the online application form. All relevant fields must be completed otherwise the spreadsheet cannot be uploaded onto our system. Please ensure it is completed correctly before submitting.   The bulk upload spreadsheet needs to be sent along with the student's resume, covering letter, and (where possible) safety screening documents.

Education provider authorisation

In accordance with the Fair Work Act 2009, a student placement must be a required component of the course as a whole, or of an individual subject or module of the course.

To ensure students meet this requirement, the student's nominated fieldwork coordinator must authorise the placement.

The nominated fieldwork coordinator will receive an automatic email once a student submits an online application. This automatic email will ask the fieldwork coordinator to send an email with their authorisation to studentplacements@dhhs.vic.gov.au within **two working days.**

Safety screening

Police Checks

All students must have a National Police Check issued no more than six months prior to their intended placement start date.

Working with Children Check

Students applying for the following program areas require a current WWCC:

- Child protection
- Secure services

The department accepts both volunteer and employee WWCCs. Students must list their education provider under organisation details. It is the education provider's responsibility to immediately notify the department of any disclosable outcomes.

Driver's license

Students applying for the following program areas require a current and valid driver's license:

- Child protection

Pre-existing conditions

It is the education prover's responsibility to notify the department of a student's pre-exiting injury, medical condition or disability that may impact the placement. The department's Reasonable Adjustment Policy applies to students.

Safety screening document submission

Safety screening documents

It is the education provider's responsibility to submit certified, colour copies of the student's National Police Check and, if applicable, their WWCC card or receipt and driver's license to studentplacements@dhhs.vic.gov.au within 10 days of application submission.

Alternatively, students can submit their own documents; however it is the education provider's responsibility to ensure they do so.

The nominated fieldwork coordinator will receive an automatic email once a student submits an online application. This automatic email requests **the documents to be emailed within 10 working days.**

Education providers who submit a bulk student placement application form can email these documents along with the bulk application form. Otherwise, they must submit these documents within the 10 day time frame.

The department requires these safety screening documents prior to offering pre-placement interview.

Certifying documents

Those authorised to certify documents (e.g. Justice of the Peace, Pharmacist, Police Office, Court Registrar, Bank Manager, Medical Practitioner, Dentist, come public servants) must print or stamp their name, address and title.

Application assessment process

1) The Central Student Placement Coordinator distributes the application to the relevant Divisional Student Placement Coordinator.

2) The Student Placement Coordinator screens the application to ensure the student is eligible (e.g. the student is studying the correct qualification for the placement, can meet the minimum required number of placement hours, etc.)

3) The Student Placement Coordinator sends the application to the relevant program area once they receive the fieldwork coordinator's authorisation and certified, colour copies of all safety screening documents.

4) The program area will notify the Student Placement Coordinator if they have capacity to supervise the student and invite the student to a pre-placement interview. The pre-placement interview allows the program area to assess the student's suitability for placement.

5) Students must bring photo ID (e.g. current and valid driver's license, learner's permit, WWCC card or tertiary ID card) to the pre-placement interview.

6) Students will be notified of an outcome within two days of interview.

7) If the program area does not have capacity or if the student is unsuccessful at interview, the student is reallocated to their second placement preference and the process begins again at Step 2.

8) If successful, all relevant parties sign the student placement agreement prior to the placement commencing. The Student Placement Coordinator stores the agreement.

9) Students are required to sign the department's Deed of Confidentiality Form and read the Code of Conduct for Victorian Public Sector Employees and sign a Code of Conduct Declaration Form on their first day of placement. The Student Placement Coordinator stores these forms.

10) The student's supervisor delivers orientation and discusses the student's placement goals.

11) The student is invited to complete an evaluation survey when their placement concludes.

Further information

All information about student placements in the department is available at:

https://www.dhhs.vic.gov.au/employment-programs-students-and-graduates

Please email any enquiries to studentplacements@dhhs.vic.gov.au