

HANDBOOK

VERSION 3.0



Diocese
OF MELBOURNE



mn.catholic.org.au



Disclaimer

This Student Placement Handbook provides general advice only. It is not intended to be legal advice. While every effort has been made to



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Fair Work

www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements

Working with Children Check

kidsguardian.nsw.gov.au/

Office of Safeguarding – Diocesan Safeguarding Services

02 4979 1390

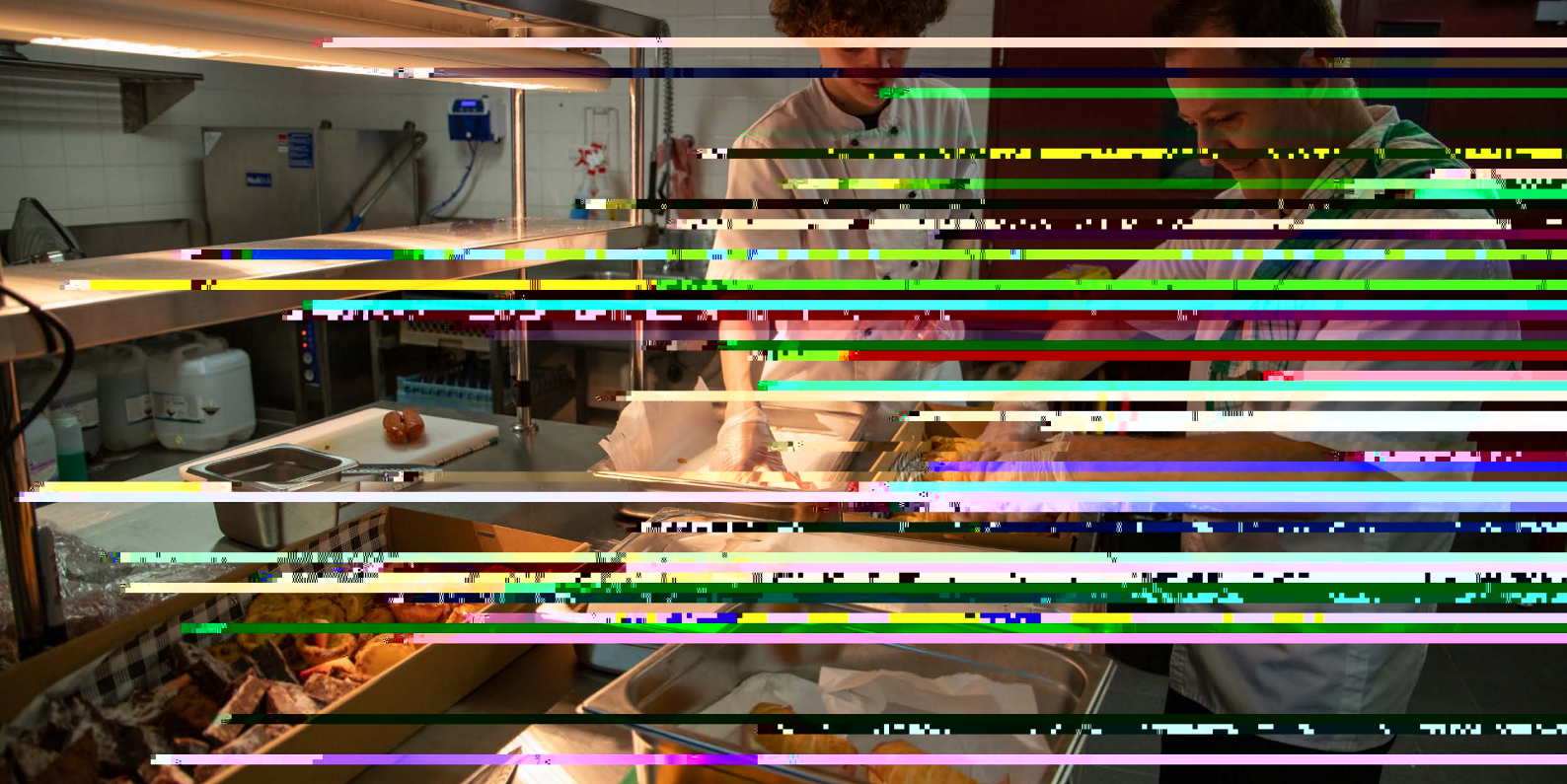
officeofsafeguarding.org.au

Welcome to the Catholic Diocese of Maitland-Newcastle and thank you for choosing to undertake your vocational placement or work experience with us.

The Diocese supports and encourages the provision of opportunities for student placement from the community to gain vocational placement or work experience in our organisation.

There are many agencies of the Diocese, which form the mission of the church and each of these areas provides an opportunity for vocational placement and work experience. These include:

- f 38 parishes in the Hunter and Manning regions, the centres of the life of the Catholic Church
- f 59 Catholic schools, which educate more than 19,000 students in primary and secondary schools
- f CatholicCare Social Services, which delivers a wide range of social services including permanency support,



The Vocational Placements Fact Sheet provided by the Fair Work Ombudsman (2017), says a vocational or work placement is lawfully unpaid, and must meet the following criteria.

1. There must be a placement available either arranged by the student placement's educational or training institution, or the student placement may arrange it themselves.
2. There must be no entitlement to pay the placement.
3. The placement must be done as a requirement of the education or training course.
4. The training or educational course must be an authorised Registered Training Organisation (RTO), TAFE, University or other accredited school.

You may be contacted by institutions or individuals seeking suitable placement opportunities. If you are interested in offering a placement, you should ensure the proposed placement meets the above criteria, and that you have the capacity to supervise a placement either on a project basis, or through an



A mentor is someone employed by a diocesan agency who provides guidance, oversight, and education to a person on placement.

A mentor will provide people on placement support, advice, guidance, feedback, learning and assessment in lieu of or in support of the manager/supervisor. The mentor may provide site-specific on boarding to a person on placement and ensure paperwork associated with a placement is complete and returned to the People and Culture team.

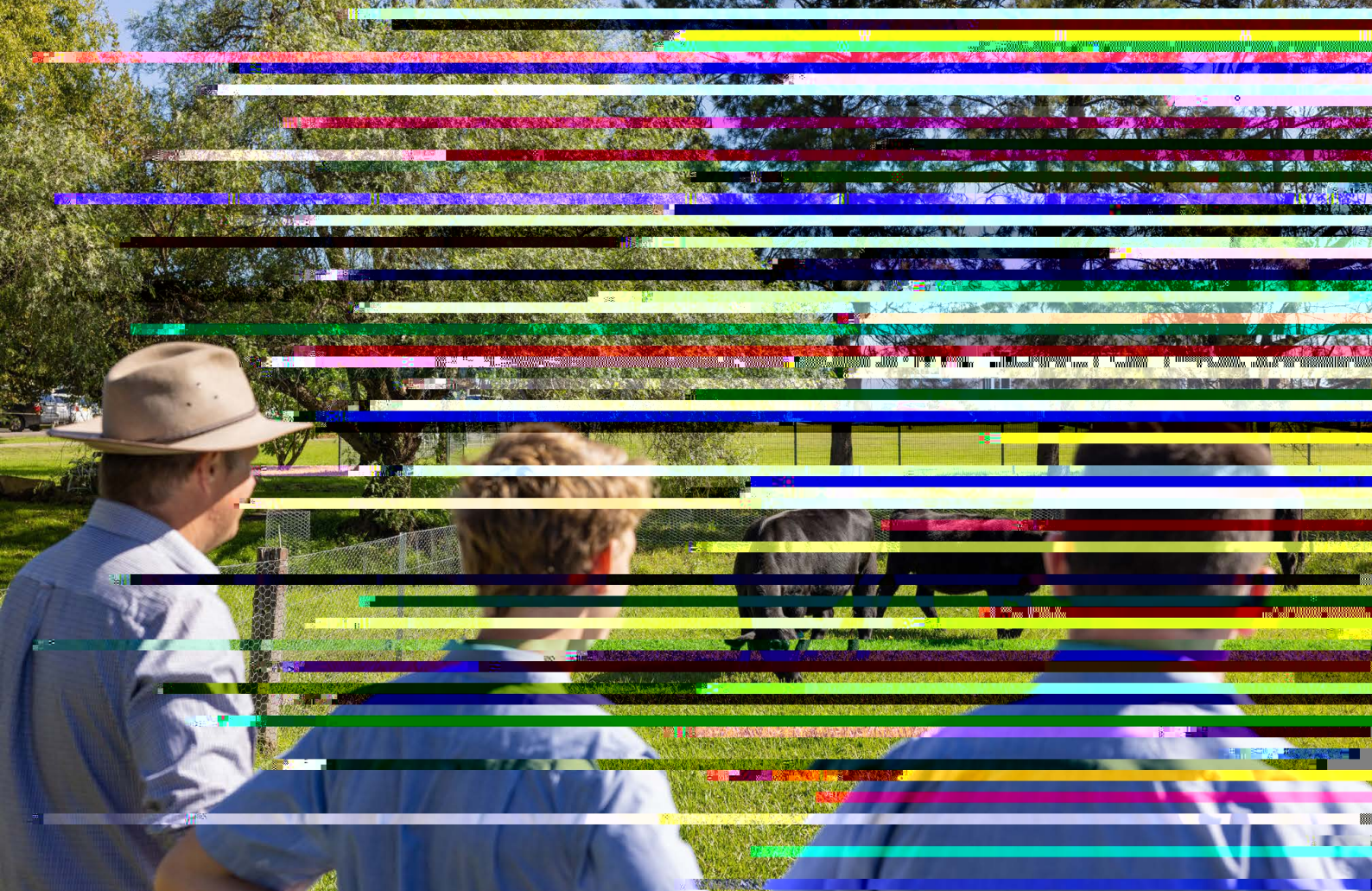
The mentor is usually a team member in the work group who may assist and support a manager/supervisor in supervising, guiding and training a person on placement. The mentor may also be the supervisor. Placements must be supervised at all times.

We hope the proposed placement meets both your learning objectives and the objectives of the diocesan agency. According to the Fair Work Ombudsman, as a placement, no remuneration can be paid for your services as they are completed in fulfilment of your training course or study.

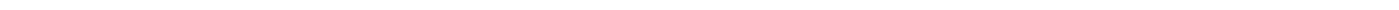
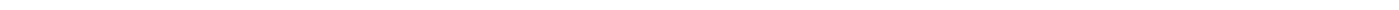
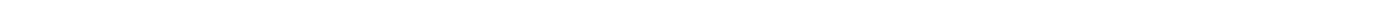
Placement begins with the completion of the Student Placement Handbook. Once this information has been assessed and cleared by the manager/supervisor and provided to People and Culture, you may be offered a placement in the Diocese. (Please note that if approved, the WHS Level 2 Induction is to be completed within your first week of placement.)

Your manager/supervisor or mentor will provide induction, supervision, and orientation, ensure you have all the information and support you require to work within the Diocese.

The Diocese has a formal induction program for all workers it engages. Your manager/supervisor or mentor will go through these and the relevant policies within your first week of placement. In addition, there will be site-specific information you will be required to understand and follow. This will also be determined by the manager/supervisor in your orientation to the site. All of the required on boarding forms can be found within the Student Placement Handbook.



While on placement you will be expected to participate in team meetings, and have regular meetings with your manager/supervisor. This is to ensure your placement is fulfilling both your goals and those of the Diocese. You





First name	
Surname	
Date of birth	
Home address	
Location of work (Agency/School)	
Position title	
Commencement date	
WWCC number	

Volunteer Employee Contractor

I, have conducted a Proof of Identity Check for the person named above
OR I have known the applicant for a minimum of 12 months and can attest to their identity.

Next Steps

f

Section 1: Applicant's Identification Details

I,

of

born _____ declare that I'm 'working for'

Section 2: Statement by Applicant

I do not have a WWCC Clearance Number and am exempt from requiring one or am not seeking to be engaged in child-related work; therefore, I state that:

I have not been charged with an offence relating to children or young people.

I have not been the subject of a police investigation relating to children or young people.

I have not had disciplinary action taken against me in a workplace regarding my interaction with a child or young person.

I am not a "prohibited person" on the Child Protection Register under the _____ . I know it is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration.

I am not a "disqualified person" as defined in section 18 of the _____

1. Purpose

The purpose of this Code of Conduct is to provide a clear and concise statement of the standards of behaviour expected of all members of the Catholic Church in the Diocese of Maitland-Newcastle. It is intended to guide and inform members of the Church in their interactions with each other and the wider community, and to ensure that the Church remains a safe and welcoming place for all.

This Code of Conduct applies to all members of the Catholic Church in the Diocese of Maitland-Newcastle, including clergy, lay members, and children and young people.

The Code of Conduct is intended to be a living document, and will be reviewed and updated as necessary to ensure it remains relevant and effective.

This Code of Conduct is intended to be a guide, and not a legal document. It is intended to be read in conjunction with the Canon Law of the Catholic Church and the laws of the State of New South Wales.

- to provide a clear and concise statement of the standards of behaviour expected of all members of the Catholic Church in the Diocese of Maitland-Newcastle.
- to guide and inform members of the Church in their interactions with each other and the wider community, and to ensure that the Church remains a safe and welcoming place for all.
- to provide a framework for the development of other policies and procedures within the Diocese of Maitland-Newcastle.
- to provide a basis for the resolution of any disputes or complaints that may arise.
- to provide a basis for the promotion and protection of the rights and interests of all members of the Catholic Church in the Diocese of Maitland-Newcastle.

2. Scope

This Code of Conduct applies to all members of the Catholic Church in the Diocese of Maitland-Newcastle, including clergy, lay members, and children and young people. It also applies to all members of the Church who are engaged in any activity on behalf of the Diocese of Maitland-Newcastle, whether in person or through any other means.

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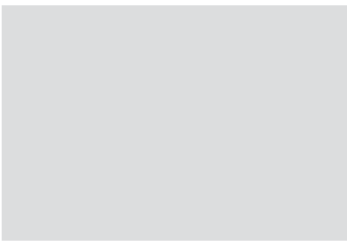




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Name:	
Position title:	
Agency:	
Manager:	
Date:	
Location:	

	<i>P</i>	<i>a</i>	<i>a</i>	<i>ab</i>	Yes	No	N/A
Identify site location							
Identify site operating hours							
Identify site floor plan							
Identify access to and from site (access codes, keys)							

	<i>P</i>	<i>a</i>	<i>a</i>	<i>ab</i>	Yes	No	N/A
Arranged working schedules							
Arrange conditions							
Discussed and provided processes and procedures applicable to the role							
Inform the person on placement of the use of equipment used in their role							

P a a ab Yes No N/A

Inform the person on placement of the Work Health & Safety Policy

Discuss procedure for reporting hazards and incidents in the workplace

Are there any specific personal protective equipment (PPE) requirements for the employee?

If PPE is a requirement for the role, has this equipment been made available to the person on placement and have they been provided instruction on use and care.

P a a ab Yes No N/A

Discuss process for emergency response and explain alarm system

Discuss process for emergency response for lockdown and explain system

Identify emergency evacuation signage

Identify emergency evacuation exits

Identify emergency evacuation muster point(s)

Identify location of fire control equipment

Identify location of first aid kit(s)

Identify first aid personnel in work area(s)

P a a ab Yes No N/A

Explain to the person on placement that all electrical equipment used must be tested and tagged and show a current inspection tag

Before using any pon0 0 01 493.4879 466.884p96 Tm(Ple (e e493 -1.x50 m33.071 0 ISQq 1 0 0 1 36 466.884Ple (epd(q)Tj-412 .

8 Traffic management

P a a ab Yes No N/A

Discuss any site rules or regulations regarding car parking

Identify pedestrian crossings/walkways

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Remind the person on placement of the risks of using a mobile device while walking/driving

People on placement are not permitted to drive fleet vehicles in the course of their placement.
Explain that people on placement can travel with an employee in a fleet vehicle, but are not permitted to be the driver.

P a a ab Yes No N/A

Discuss housekeeping standards with the person on placement and explain that person on placement is responsible for maintaining immediate work areas (desk, fleet vehicle)

Identify waste disposal and recycling locations

P a a ab Yes No N/A

Conduct a site tour with person on placement to meet and greet other team members, identify location of facilities (i.e. kitchen, bathroom etc.) and emergency response requirements

Are there any items arising from this induction that need action? If so, please list below and make arrangements with relevant department for completion: