

# YMCA Geelong – Field Placement Procedure



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 112-O	23/08/2017	23/08/2017	Approved- CEO

## 1. FIELD PLACEMENT PROCEDURE

## 2. INTRODUCTION

This procedure has been developed as a guide to ensure that YMCA Geelong has appropriate processes in place to support field work students.

The YMCA actively supports the development and on the job learning that field work can provide a young person.

## 3. PROCEDURE

**Contact person:** CEO-YMCA Geelong Inc  
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### Relevant Streams:

Sport and Recreation management  
Administration  
Program development  
Children's Programs delivery  
Sports Coaching  
Event Management  
Youth work/ Community work  
Outdoor Education and Camping

### Possible opportunities:

The YMCA is particularly interested in second semester- second year students or third year students who demonstrate an interest in a community recreation environment and support the values and aims of the YMCA- honesty, caring, responsibility and trust.

YMCA operates recreation facilities at Newtown, North Geelong and Bannockburn and a camp at Queenscliff.

## Field Work Student Selection Criteria:

Potential fieldwork students are required to;

1. Submit a letter requesting a field work placement with the YMCA
2. Provide an outline (resume) covering areas of experience, area of interest, future goals, learning outcomes.
3. Outline the aim of placement and duration of placement.
4. Outline why they want to complete a field placement with the YMCA
5. Forward a copy of the University/ Training Institutes field placement guidelines, policy and procedures outlining workcover, insurance, evaluation process, role of field placement agency and a letter supporting the Field Placement/ experience program.
6. Attend an interview with the YMCA manager/ supervisor in person or over the phone.
7. Following an interview, the potential field placement students will be notified within 7 days if there is a suitable position available in YMCA that will facilitate the aims and goals of the students.

All field work students will be required to;

1. Complete a Working with Children Check if over the age of 18 before commencing work.
2. Complete a CrimTrac – Police Record Check
3. Complete the Safeguarding Children and Young People online training prior to commencement of placement.
4. All Field work/ placement students detail and a copy of the placement agreement must be forwarded to Payroll/ HR Co-ordinator prior to the commencement of placement.
5. Fieldwork students are required to be inducted to YMCA Policies and procedures and must be supervised at all times by a member of staff.
6. A field work student is not permitted to conduct a class or program by themselves unless they are qualified to do so.
7. A field work student is not to be included in the staffing ratios for programs. They are to be considered additional support only.
8. A workplan is to be developed by the Field work student and/or supervisor at the YMCA and the student to ensure that the learning outcomes are delivered during the placement and expectations are clearly communicated.

## 4. DEFINITIONS

## 5. SCOPE

This procedure applies to all operations of YMCA Geelong Inc.

## 6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
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Site Manager/ co-ordinator	Ensure the procedure is complies with when field placements are offered.
Payroll/HR Co-ordinator	Maintain a record of all field placements that occur at the YMCA.

## 7. MONITORING, EVALUATION AND REVIEW

This procedure will be reviewed as required on a three year cycle whichever comes first.

## 8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

## 9. DOCUMENT HISTORY

Approved by: 23/08/2017

Meeting number and date: SMT 23/08/2017

Resolution number: NA

Effective date:23.08.2017

Review date:23.08.2020

Policy Owner: CEO

Contact Details policy owner: Ph: 5221 8344 E: geelong@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	18/02/14	Shona Eland- Acting CEO	Draft Document
V2	18/02/2014	Shona Eland- Acting CEO	Updated to include a requirement to have completed the Safeguarding Children and young people training online prior to commencement.
V3	019/09/2014	Shona Eland- Acting CEO	Updated item 2 Crimtrac and deleted "over 18" all staff must have a CrimTrac report.

Adopted by the YMCA GEELONG Inc. on 23/08/2017



Chief Executive Officer YMCA Geelong Inc.

Created by Shona Eland- CEO  
Date:17/02/2014, 23/08/2017  
Next Review: 23/08/2020