Work Experience Students and Volunteers

NQS

<table>
<thead>
<tr>
<th>QA4</th>
<th>4.2</th>
<th>Educators, co-ordinators and educators are respectful and ethical.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2.1</td>
<td>Professional standards guide practice, interactions and relationships.</td>
<td></td>
</tr>
<tr>
<td>4.2.2</td>
<td>Educators, co-ordinators and educators work collaboratively and affirm, challenge, support and learn from each other to further develop their skills, to improve practice and relationships.</td>
<td></td>
</tr>
<tr>
<td>4.2.3</td>
<td>Interactions convey mutual respect, equity and recognition of each other’s strengths and skills.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QA7</th>
<th>7.2.2</th>
<th>The performance of educators, co-ordinators and educators is evaluated and individual development plans are in place to support performance improvement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.3.2</td>
<td>Administrative systems are established and maintained to ensure the effective operation of the service.</td>
<td></td>
</tr>
<tr>
<td>7.3.4</td>
<td>Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.</td>
<td></td>
</tr>
</tbody>
</table>

National Regulations

<table>
<thead>
<tr>
<th>Regs</th>
<th>168</th>
<th>Education and care service must have policies and procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>172</td>
<td>Notification of change to policies or procedure</td>
<td></td>
</tr>
<tr>
<td>173</td>
<td>Prescribed information to be displayed</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Quality improvement plans</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Review and revision of quality improvement plan</td>
<td></td>
</tr>
</tbody>
</table>

Aim

Our Service aims to ensure that positive working relationships are formed between all educators and management. Educators and management will at all times conduct themselves in an ethical manner and strive to make all interactions positive and compliant with the Service’s philosophy.

Related Policies

Physical Environment (Workplace Safety, Learning and Administration) Policy
Privacy and Confidentiality Policy
Educator Arrangements Policy
Management Interactions and Responsibilities Policy
Staff Educator Policy
Work Experience Students and Volunteers MUST follow all policies and procedures at the service.

WORKING WITH CHILDREN CHECK

- All volunteers who will be working on a regular voluntary basis will be required to complete a Working with Children Check.
- All parent/volunteer helpers for roster must complete Working with Children Check forms.

Existing Educators Will -

- Maintain open communication with Work Experience Students and Volunteers along with their practicum teachers.
- Support all students, volunteers and individuals undertaking work experience needs during their placement.
- Pass relevant skills and knowledge onto each student, volunteers and work experience people.
- Ensure all educators are provided with relevant feedback about tasks that the student is required to complete in the service as part of their practicum.
- Be aware of the expectations perceived by the student, volunteers and work experience people.
- Have the time and capabilities to support each student, volunteers and work experience people in their placement.

Work Experience Students and Volunteers Sill -

- Enjoy being with the children
- Learn about the children through observation and practical experience
- Develop skills and abilities needed to care for and educate children
- Learn about working as part of a team in the Early Childhood Profession
- Learn strategies employed when working in a team environment
- Learn skills already acquired by qualified educators in the Service
- Become familiar with families and children in the Service
- Keep educators aware of all written work required of the student, volunteers and work experience people

Families will:

- Be informed of when Work Experience Students and Volunteers are present at the service and their role and the time frame they will be spending at the Service.
METHOD:

An educator will be appointed ‘Student Supervisor’ and this person will be required to:

- Arrange time for the student to visit the Service for a pre placement visit, during this visit the following will be arranged.
- Give the student times/hours and dates of the placement
- Give the student a Student/Volunteer Handbook.
- Take the student on a tour of the Service
- Introduce the student to educators

Work Experience Students and Volunteers Will -

- Inform the Student Supervisor, in writing of what will be expected of them by their training body, University or School, or any other training organisation.
- Bring in a photo and a short statement addressing the following:
  - Name
  - Time they will be at the Service
  - What it is they are studying
- Discuss any problems they may be experiencing with the Student Supervisor.

The Nominated Supervisor will -

- Communicate with the Student, volunteers and work experience people and discuss progress of their written work and performance.
- Discuss any issues raised by the student with the Student Supervisor.

Fail Procedure -

If educators feel that the student is at risk of failing their practicum, the following steps are to be taken:

- Nominated Supervisor is to alert the Student Supervisor of any concerns with the student.
- Both the Student Supervisor and the Nominated Supervisor are to discuss these issues with the Student.
- The Student Supervisor is to arrange with the students teacher/supervisor to visit the Service and discuss those issues that have arisen.
- The education institution of the student will ultimately determine the outcome of the prac.

Termination of Practicum:

Termination of student’s placement will occur if:

- The student harms a child in the care of this child care service.
- The student is under the influence of drugs or alcohol
• The student has disregard for the Service and fails to notify if not able to attend the Service.
• The student is observed using repeated inappropriate behaviour at the Service.
• The student does not comply with all policies and procedures addressed in the student package.
• The student does not provide the photo with an introduction on commencement.

Sources
Education and Care Services National Regulations 2011 National Quality Standard

Review
The policy will be reviewed annually. The review will be conducted by:

• Management
• Employees
• Families
• Interested Parties

Last reviewed: May 2013               Date for next review: May 2014

• Nominated Supervisor: ________________________________

• President, Management Committee: _______________________

• Vice President, Management Committee: ___________________

• Secretary, Management Committee: _______________________

• Treasurer, Management Committee: _______________________