

YMCA Geelong – Field Placement Procedure



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 112-O	28/05/2024	28/05/2024	APPROVED

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
Phone number: Ph 5223-2714
Address: 25 Riversdale Road, Newtown 3220
Email: geelong@ymca.org.au
Website: www.geelong.ymca.org.au
www.facebook.com/ymcageelong

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.

The Y Geelong 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 Y
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 Y
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 Y manager/ supervisor in person or over the phone. (Parent/Guardian are invited to attend)
7. Following an interview, the potential field placement students will be notified within 7 days if there is a suitable position available in the Y that will facilitate the aims and goals of the students.

All field work students will be required to;

1. A Child Worker Permit is required for all field students under 15 years, the Y manager/supervisor is required to consult with the People and Culture Director to obtain a Child Worker Permit before signing off for commencement.
2. Complete a Working with Children Check if over the age of 18 before commencing work.
3. Complete a CrimTrac – Police Record Check if over the age of 18 before commencing work.
4. Complete the Safeguarding – Feel Safe Be Safe online training prior to commencement of placement. (There is support delivery of the training offered to young people under 18 or people who require assist in a face to face session)
5. All Field work/placement students details and a copy of the placement agreement from the Educational Instruction/ Registered Training Organisation (RTO) must be forwarded to hr.geeloong@ymca.org.au prior to the commencement of placement.
6. Fieldwork students are required to be inducted to YMCA Policies and procedures and **must be supervised at all times by a member of staff over the age of 18.**
7. All field work students are not permitted to conduct a class or program by themselves unless they are qualified to do so.
8. All field work students are **not to be included** in the staffing ratios for programs. They are to be considered additional support only.
9. A work plan is to be developed by the Field work student and/or supervisor at the Y and the student to ensure that the learning outcomes are delivered during the placement and expectations are clearly communicated. The work plan will outline clearly the objectives and support and supervisor that will be mentoring them at a Y site. Roster will be established with start and finish time, breaks and tasks and the field work student will be included in staff meetings and training while on site.
10. Field work students will be asked to meet with their supervisor to check in on the progress, learnings and tasks and ensure that they feel safe and are safe in their roles and supported. They will also be asked for their feedback and thoughts on the

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business operations and what they have noted on the site as we value the voice of young people and their opinions.

4. DEFINITIONS

5. SCOPE

This procedure applies to all operations of YMCA Geelong Inc.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Site Manager/ co-ordinator	Ensure the procedure is complies with when field placements are offered.
People and Culture Team	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:

Meeting number and date:

Resolution number: NA

Effective date2 28/05/2024

Review date: 28/05/2027

Policy Owner: CEO

Contact Details policy owner: Ph: 5223 -2714 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	19/09/2014	Shona Eland- Acting CEO	Updated item 2 Crimtrac and deleted "over 18" all staff must have a CrimTrac report.

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V4	22/11/2021	Adele Andrew- People and Culture	Updated Clause 2,3,4,5,6,9 Added Clause 10
V5	28.05.2024	Adele Andrew	<p>Updated Clause 3 Phone number to Ph 5223-2714 The Y Geelong Fieldwork student selection criteria</p> <p>Changed YMCA to</p> <ol style="list-style-type: none"> 1. the Y 4. the Y 6. the Y 7. the Y <p>All fieldwork students are required to;</p> <p>Added item</p> <ol style="list-style-type: none"> 1. A Child Worker Permit is required for all field students under 15 years, the Y manager/supervisor is required to consult with the People and Culture Director to obtain a Child Worker Permit before signing off for commencement. <p>Removed item</p> <ol style="list-style-type: none"> 3. 'Complete a NDIS Worker Screening Check- if over the age of 18 before commencing work.' 4. Updated to hr.geelong@ymca.org.au 8. the Y <p>Updated Clause 6. People and Culture Team</p> <p>Updated Clause 9 Phone number to Ph 5223-2714</p>

Adopted by the YMCA GEELONG Inc. on 28/05/2024



Chief Executive Officer YMCA Geelong Inc.