

WORK PLACEMENT CHECKLIST

The following checklist is to ensure the facility or community organisation meets the conditions as set for the training requirements for the qualifications "CHC51015 Diploma of Counselling"

Please ensure all items are ticked off as being completed.

Workplace Supervision

- An induction including emergency procedures and tour of facility/organisation and introduction to appropriate personnel is conducted prior to commencement of any work experience (use attached induction checklist on P3, or induction process used by organisation)
- A mentor/work partner provided if available
- A suitably qualified or experienced person with relevant knowledge and skills is available to oversee the learner's work placement

Workplace Tasks

The learner has access to work tasks relevant to their future role as a counsellor including but not exclusive to-

- Interactions with people from a diverse range of backgrounds
- Counselling specific tasks
- Involvement in team meetings

Workplace Facility and Equipment

- The learner has access to all relevant policies and procedures
 - The learner has access to:
 1. client records
 2. individualised case plans,
 3. referral forms
 4. intake forms
 5. assessment materials
 6. intervention and prevention program materials
 7. Workplace health and safety reporting documents
 - The learner has access to an appropriate workspace to practice skills of the role at placement (student may require computer and internet access for record management)
 - The learner has access to appropriate space to do recordings for evidence of practicals in the workplace
- The workplace provides the following:**
- Personal protective equipment including masks, gloves, and hand sanitisers where appropriate
 - protective aids: alert and safety devices: emergency call systems, key safe, I.D.

Learner Induction Checklist

| Item | Notes | Completed (✓) |
|---|-------|-------------------------------------|
| Starting and finishing times, break times | | <input type="checkbox"/> |
| Names and roles of key personnel | | <input type="checkbox"/> |
| Location of organisation: Head office? (if applicable) | | <input type="checkbox"/> |
| Work Health and Safety procedures used e.g.: <ul style="list-style-type: none">• Emergency procedures• Risks/hazards | | <input type="checkbox"/> |
| Maintaining confidentiality | | <input type="checkbox"/> |
| Overview of student's duties | | <input type="checkbox"/> |
| Other relevant information about the organisation | | <input checked="" type="checkbox"/> |

Learner
name:

Signature:

Date:

Supervisor
name:

Signature:

Date:
