**BENDIGO ACADEMY OF SPORT**

**Professional Practice Placement**

**Rationale:**

The Bendigo Academy of Sport is based at La Trobe University Bendigo believes it is important to support the placement of La Trobe University Bendigo placements.

**Aims:**

* To provide guidelines for the engagement of professional practice placements and any duties assigned.

**Policy:**

* That BAS supports the Latrobe University – and will aim to provide placements where workload and staffing levels permit.
* That all professional practice placements be required to read the BAS Policy Suite and other Handbooks, etc. as part of their induction, determined by the Executive Officer.
* Professional practice placements will not have access to confidential records, vehicles, and their tasks must be strictly supervised. This supervision may take the form of: BAS Management providing direct supervision of work in the workplace; Honorarium-paid Officials (e.g. Strength & Conditioning Coordinator, Coaches) providing direct supervision of work within programs or providing quality-control focused oversight supervision of work (allowing placements to work independently while having a person within the BAS provide the supervision from time to time).
* Professional Practice placements should be informed of any emergency and security procedures for both the BAS and its facilities and any facilities they work at.
* All Professional Practice placements will require a “Working with Children Check” if over the age of 18 years.

**Procedure:**

* All professional practice placements shall also undergo a full induction with BAS Management, covering but not limited to: General Information about BAS, their role and how their work is to be developed and delivered, OHS principles in line with relevant laws, and privacy. Professional practice placements will also be informed of the limitations placed on their work.
* The professional practice placements will be allocated a mentor (usually the honorarium-paid BAS official/s of the area and sport they will be working in) who will perform a brief induction whereby the professional practice placements is given general information around their work within the sport. This will also be an opportunity for the parameters of work to be negotiated and agreed. These parameters will be around: work the professional practice placements will perform, times/days of work.
* Mentors should ensure that fieldwork placements are given an adequate volume of work, aiming to ensure that the work is as rewarding and relevant as possible within the limitations of this policy.
* Professional practice placements may be involved in direct customer contact duties only where the customer is advised that the professional practice placements is on placement.
* Mentors should ensure that any work completed by professional practice placements is checked for accuracy.
* A copy of any feedback reports completed regarding fieldwork placements should be filed with the Professional Practice Agreement Form (Employer's Copy).

This policy was ratified by the Board of the Bendigo Academy of Sport in August 2015