



MAHI MIHINARE
ANGLICAN ACTION

PRACTICUM STUDENTS POLICY

Category:	Practice
Last Review Date:	October 2021
Next Review Date:	October 2023
Endorsed by:	The Anglican Action Missioner
Approved by:	The Anglican Action Mission Trust Board

Purpose

To provide clear guidelines regarding practicum placements with the Mission.

Statement

Anglican Action is committed to offering practicum placement positions through formal agreements with tertiary bodies.

Scope

This policy applies to all students from any recognised tertiary institutions undertaking a practicum placement with the Mission.

Definitions

Placement	Placement means when a student from any recognised tertiary institution is placed in an appropriate setting within the Mission in order to gain practical experience.
Student	Student means any individual undertaking study with a recognised tertiary institution.
Supervisor	Supervisor means an appointed staff member who will be responsible for overseeing the student placement.

Policy

1. All agreements with the tertiary body to be negotiated by the Missioner.
2. Anglican Action shall retain the right at all times to accept or decline placements dependent upon individual circumstances.
3. It is the responsibility of the Missioner to ensure that formal contracts are made and signed prior to any placement student engaging in work.
4. All students must be fully vaccinated, and must provide supporting documentation.
5. All students to sign Anglican Action confidentiality agreement and undertake police checks.
6. All students to receive a copy of the complaints procedures, policies, code of ethics and evaluation forms.
7. All students to go through the Anglican Action Staff Induction Guide at the start of their placement.
8. All students on practicum placement are engaged by Anglican Action and are responsible to the Missioner through an Anglican Action appointed supervisor.
9. In the case of social work students, the Anglican Action appointed supervisor must be a registered social worker.
10. All students to be responsible for their own off-site supervision.
11. All students to have on-site supervision on a regular basis.
12. All students to ensure they work with clients with the knowledge of their supervisor.
13. All contact with clients to be recorded as per Anglican Action requirements and maintained in the client's files.
14. All social work or counselling students are to adhere to the Aotearoa New Zealand Association of Social Workers (ANZASW) Code of Ethics and the New Zealand Association of Counsellors (NZAC) Code of Ethics regarding safe practice.
15. All students to be responsible for their own self-care, as well as discussing with their supervisor a self-care plan.
16. All students to maintain Anglican Action requirements around statistics gathering.

Key Accountabilities & Responsibilities

Person / Party	Responsibilities
Governance	Review policy every two years or as required.
Management	Negotiate agreements with tertiary bodies. Ensure a formal contract is in place before the placement begins. Appoint an appropriate supervisor to oversee the placement.
Leadership	Provide practical learning opportunities for students.
Staff	Support practical learning opportunities for students.

Related Policies, Legislation, Regulations and Documents

- [Aotearoa New Zealand Association of Social Workers \(ANZASW\) Code of Ethics](#)
- [New Zealand Association of Counsellors \(NZAC\) Code of Ethics](#)
- Anglican Action Code of Ethics
- Staff Induction Checklist
- Covid Policy
- Staff Vaccination Policy