



MAHI MIHINARE
ANGLICAN ACTION

PRACTICUM STUDENTS POLICY

Category:	Practice
Last Review Date:	October 2023
Next Review Date:	October 2025
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

Mahi Mihinare 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 institution 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. Students undergoing practicum are in the final years of their studies (either 3 rd or 4 th year placements).
Supervisor	Supervisor means an appointed staff member who will be responsible for overseeing the student placement.

Tangata Whaiora	Tangata Whaiora means any individual whom the agency provides or agrees to provide a service or to whom the agency is legally obligated to provide a service.
-----------------	---

Policy

1. Agreements
 - a. All agreements with the tertiary body are negotiated by the Missioner.
 - b. Mahi Mihinare Anglican Action retains the right at all times to accept or decline placements dependent upon individual circumstances.
 - c. It is the responsibility of the Missioner to ensure that formal contracts are made and signed prior to any placement student engaging in work.
2. Student orientation
 - a. All students are to sign the Mahi Mihinare Anglican Action confidentiality agreement and undertake police checks.
 - b. All students are to receive a copy of the complaints procedures, policies, code of ethics and evaluation forms.
 - c. All students are to go through the Mahi Mihinare Anglican Action Staff Induction Guide at the start of their placement.
3. Student responsibility
 - a. All students on practicum placement are engaged by Mahi Mihinare Anglican Action and are responsible to the Missioner through a Mission appointed supervisor.
 - b. In the case of social work students, the Mission appointed supervisor must be a registered social worker.
 - c. All students are to be responsible for their own off-site supervision.
 - d. All students are to have on-site supervision on a regular basis.
 - e. All students are to ensure that they work with tangata whaiora with the knowledge of their supervisor.
 - f. All contact with tangata whaiora is to be recorded as per Mission requirements and maintained in the tangata whaiora files.
 - g. 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.
 - h. All students are to be responsible for their own self-care, as well as discussing with their supervisor a self-care plan.
 - i. All students are to maintain Mission 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
- Anglican Action Code of Conduct
- Staff Induction Checklist

Sign off

Policy adopted by the Board on 24th October 2023

Chairpersons name:

Ratified by Chairperson: