

# miecat

## Guidelines for Missed Supervision Sessions

### Document Information

<b>Policy name</b>	Guidelines for Missed Supervision Sessions
<b>Category</b>	Academic
<b>Date effective</b>	1 <sup>st</sup> February 2017
<b>Next review date</b>	1 <sup>st</sup> February 2020
<b>Status</b>	New

### Version History

<b>Date of Issue</b>	<b>Version</b>	<b>Author</b>	<b>Summary of changes</b>
10/02/17	1.0	L Tann	Feedback from Education Committee incorporated

### Document Approval

<b>Name and Position</b>	<b>Date</b>
Executive Management Committee	20 <sup>th</sup> February 2017

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Policy statement	
<b>Purpose and Intent</b>	MIECAT (The MIECAT Institute Inc) is committed to ensuring that all students are treated fairly and equitably. This policy outlines the principles and process for Missed Supervision Sessions.
<b>Application</b>	This policy applies to all students enrolled in Companioning Practicum subjects.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To establish a framework for students to complete companioning practicum subjects where attendance required is 100%.</li> <li>• To clearly communicate the responsibilities of student and institute staff in relation to students who missed supervision sessions.</li> </ul>
Policy Provisions	
<p>The Companioning Practicum subjects (CPC1, CPT1, CPC2, CPE, CPT2, CP3, CPR1 and CPR2) require 100% attendance in order to gain a pass. Students who miss a session/s will be provided with an opportunity to attend a make up class.</p> <p>Guidelines for Companioning Practicum subjects:</p> <ul style="list-style-type: none"> <li>- Companioning Practicum supervision sessions will be timetabled and all dates provided to students in advance</li> <li>- All students are to attend the first timetabled supervision session. All subsequent supervision dates will, if necessary, be amended by mutual agreement between students and supervisor.</li> <li>- Students will be required to sign an agreement to attend the mutually agreed scheduled supervision dates and agree to abide by the missed supervision guidelines including any payment if necessary</li> <li>- Makeup classes may be scheduled during the semester as required and determined by the Subject Coordinators and teaching staff member/s assigned to run them</li> <li>- The dates of makeup classes will be provided to students</li> <li>- Individual 1:1 sessions cannot be negotiated between staff and students</li> </ul> <p>Guidelines for students who miss a supervision session/s:</p> <ul style="list-style-type: none"> <li>- Make up supervision sessions will be free of charge only for students who can demonstrate that they meet the criteria for special or unforeseen circumstances</li> </ul>	

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- if a valid reason not provided/ or a student is absent without any prior notification, then students may attend makeup classe/es **at a cost**
- Special or unforeseen circumstances include:
  - medical emergencies with medical certificate provided
  - unanticipated emergencies that prevent the student from attending such as an accident or natural disaster
  - reasons beyond student's control and unforeseen that admin deem acceptable

Makeup supervision classes:

- Are group supervisions, not 1:1 supervisions
- It is not guaranteed that the make up class will be facilitated by the student's usual supervisor
- May be attended by any student who have missed supervision sessions regardless of supervision group
- Will cost \$40.00 per hour (for students required to pay)

<b>Related legislation</b>	Equal Opportunity Policy
<b>Supporting procedures</b>	Nil
<b>Related documents</b>	Ethical Guidelines for Companionship
<b>Accountabilities</b>	
<b>Policy owner</b>	Education Committee
<b>Approval authority</b>	Executive Management Committee
<b>Responsibility for implementation</b>	The Education Committee and Administration staff are responsible for overseeing the overall implementation of the Guidelines for Missed Supervision Sessions.
<b>Responsibility for monitoring implementation and compliance</b>	Executive Management Committee and Education Committee are responsible for monitoring and reporting to the Academic Board.
<b>Definitions</b>	<ul style="list-style-type: none"> <li>• CPC1 – Companionship Practicum 1 (Community Arts &amp; Health Stream)</li> </ul>

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	<ul style="list-style-type: none"><li>• CPT1 – Companioning Practicum 1 (Therapy &amp; Education Stream)</li><li>• CPC2 - Companioning Practicum 2 (Community Arts &amp; Health Stream)</li><li>• CPE - Companioning Practicum 2 (Education Stream)</li><li>• CPT2 - Companioning Practicum 2 (Therapy Stream)</li><li>• CP3 - Companioning Practicum 3 (all Streams)</li><li>• CPR1 - Companioning Practicum 1 (Research Stream)</li><li>• CPR2- Companioning Practicum 2 (Research Stream)</li></ul>
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