

## PRACTICUM POLICY

<b>Policy owner</b>	Education Committee
<b>Policy category</b>	Academic
<b>Policy status</b>	Approved
<b>Approval body</b>	Academic Board
<b>Last amended</b>	20 <sup>th</sup> June 2023

### PURPOSE

The purpose of this policy is to provide principles and guidelines for the work integrated learning component within MIECAT's Masters of Therapeutic Arts course referred to as Practicum.

### SCOPE

All students in the MIECAT Masters of Therapeutic Arts Practice Workplace Stream and relevant staff.

### POLICY AND PROCEDURES

Practicum at MIECAT will be undertaken by all Year 3 students who choose the Workplace Practice Stream. It may be undertaken within a variety of workplace contexts, for example, a community arts and health application, responding to needs within an education context, or in organisations with a therapeutic focus. It is designed to afford students the opportunity to work with others using therapeutic arts-based methods and processes, and to adapt these ways of working keeping in mind the needs of the client/participant/service-user, the aims and objectives of the program, and the workplace in which they are working.

#### 1. Principles

1.1 Students must always abide by the MIECAT Student Conduct Policy whilst in a Practicum.

- 1.2 Practicum experiences are structured to require and empower the student to work autonomously (supported by a MIECAT supervisor and workplace supervisor), take initiative, make choices and decisions in accordance with ethical and professional considerations and achieve meaningful outcomes for all involved. Students are required to contribute to their placement in ways that are aligned to the placement organisation's values and goals.
- 1.3 Practicum is inclusive and accessible. Reasonable attempts will be made by the Practicum Coordinator, Subject Coordinator and MIECAT Workplace Practice Supervisors to accommodate student diversity by negotiating appropriate practicum opportunities, without breaching the requirements laid out in relevant external regulatory frameworks, or adversely impacting quality.
- 1.4 Practicum partnerships are formed to ensure students' wellbeing and aim to achieve reciprocal value across teaching and learning.
- 1.5 Practicum activities are monitored for quality assurance. This involves regular gathering and capturing of stakeholder feedback from staff, students and partners in centralised information management systems to feed into iterative course monitoring, review and design.

## 2. Procedures

- 2.1 Requirements for Practicum are outlined in the MIECAT Practicum Workplace Orientation, MIECAT Workplace Supervision Orientation, MIECAT Practicum Student Orientation as well as in the Workplace Practicum & Supervision Agreement documents.
- 2.2 A practicum organisation might have additional legislative requirements, codes of conduct, policies, guidelines, rules and workplace protocols to which the student will also be subject during the practicum. Students are notified of these requirements in the Student Practicum Orientation documents when they begin the placement search process in the second semester of their second year.
- 2.3 MIECAT reserves the right to withdraw a student from a practicum at any time if the student has: breached or violated a relevant professional code or occupational safety code; has disrupted the relevant placement program; has brought MIECAT into disrepute, or the student is exposed to danger or other inappropriate situations at the practicum workplace. The decision about such a withdrawal must be brought to the Education Committee in accordance with the Student Misconduct policies.
- 2.4 Learning outcomes are stated in the specific subject outlines.
- 2.5 Students, with the guidance and support of the Practicum Coordinator, must arrange a placement that is relevant to fulfil the course requirements and that provides appropriate supervision that meets the requirements of the workplace.

2.6 Practicum Supervision forms part of quality assurance as well as providing an optimal learning experience for the student. It is delivered through both a MIECAT Workplace Practice Supervisor and a Workplace Supervisor and will be conducted in accordance with the MIECAT Workplace Supervision Booklet.

2.7 Students cannot graduate without completing all placement requirements, including passing the required assessment tasks.

2.8 Whilst on practicum students are not normally provided with salary, wages or similar benefits unless otherwise specified. If a student receives payment, they will not be covered by the MIECAT Institute insurance policy.

2.9 Insurance for practicums

- MIECAT holds Protector/Association Liability (including liability to Host Employers) and Personal Accident Insurance.
- The MIECAT Institute insurance policy only covers students on placement if they do not receive any payment for their placement.
- To make a claim under the Liability Insurance, a student must notify MIECAT about the incident in a timely manner, providing as much detail as possible. This notification is required to be in writing and must be sent via email to [admin@miecat.edu.au](mailto:admin@miecat.edu.au). Upon receiving such a notification MIECAT will start the claim process through the insurer.

## **RESPONSIBILITY FOR IMPLEMENTATION**

Education Committee, Practicum Coordinator, Workplace Practice 1 and 2 Subject Coordinators, MIECAT staff

## **KEY STAKEHOLDERS**

Education Committee, Academic Staff, Workplace Practice 1 and 2 Subject Coordinators, Practicum Coordinator, Workplace Supervisors, Students in Workplace Practice stream

## **SUPPORTING DOCUMENTS**

MIECAT Student Conduct Policy

MIECAT Practicum Workplace Orientation

MIECAT Practicum Student Orientation

MIECAT Workplace Practicum & Supervision Agreement

MIECAT Workplace Practicum Supervision Booklet

## VERSION HISTORY

<b>Date of Issue</b>	<b>Version</b>	<b>Author</b>	<b>Summary of changes</b>
8 <sup>th</sup> May 2023	1.0	J. Mitchell	Draft for approval

Document uncontrolled when printed