

## Student Placement Policy and Documents.

The tables below are illustrative of what is available to staff in the IMAP Councils via the intranet. Pages have been set up within the Human Resource section of each Council's intranet and policy and supporting documents are made available to staff.

### Student Placement Planning and Management Documents



Focused on developing stronger links with the education sector we have made it easier for staff to gain access to a student and graduate workforce.

The **policy** documents will assist you in understanding our **legal obligations**.



The **planning documents** will help you **plan** ahead of time and make student placements easier to manage and ensure successful outcomes for the student, your team and the organisation.





The **management documents** will assist you in getting a student on board and supporting them once they are on board.



### Policy

Document Title	Description	Link
Student Placement Policy	Student Placement Policy covers legal and payment obligations required when hiring a student.	
Student Placement FAQs	Student Placement FAQs covers information to assist in your queries regarding student placements.	

### Planning

Document Title	Description	Link
Student Placement Annual Planning Document	Prompter to assist teams in planning student placements.	
Student Numbers Forecast Spreadsheet	Spreadsheet to assist in forecasting the number of student placements planned across a year.	

Student Project Brief	Form to document the details of a student project.	
Student Placement Catalogue	Information on Student Placement opportunities from universities and TAFEs	
Student Placement Checklist	Checklist covers activities for you to complete pre, during and post placement.	
Student Placement Training Plan	Student Placement training plan template.	

<b>Management</b>		
<b>Document Title</b>	<b>Description</b>	<b>Link</b>
Student Interview Guide	Guide for interviewing students.	
Mentor Guide	Guide for those mentoring students.	
Student Exit Interview Guide	Guide for conducting an exit interview with a student.	