* 1. **Student Plac****ement**

Department: Assisted Living

Approved By: Executive Team

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**Policy:**

Student placements play an important role in learning and development, both for students and their placement organizations. A student placement is a specified period of work experience undertaken as part of a course and/or qualification at college, university or other educational or development agency.

**Purpose:**

A ‘student’ is an unpaid person who has chosen to acquire credit for all or part of an approved course of academic or practical study through spending time on placement at Southview. Southview will discuss with the academic institution to establish mutually agreed objectives and outcomes. Before commencement of a placement, the student and Southview must agree on the expectations and responsibilities of both parties. In general this document will be set out by the academic institution.

**Procedure:**

1. Prior to commencement the Assisted Living Manager will ensure that the student has had a Government Criminal record search, TB Skin test, Food safe, Medication Management course (if applicable), CPR, any immunizations as required by Southview, and contact information. Confirmation of dates and times of student placement.
2. The Assisted Living Manager will meet with the student prior to placement. The student will be given a tour of the building, introduced to the AL staff, discussion of specific tasks to be undertaken by the student, timelines for completion of tasks, desired level of achievement at completion of placement, including method of assessment, and review the student’s responsibilities and learning outcomes.
3. The student will abide by the policies and procedures set forth by Southview.
4. Any concerns will be addressed with the student and have the involvement of the school.