



Placement Proposal: Placement B

Master of Clinical Psychology (Post-Registration)

What is a Placement Proposal?

All students are required to submit a Placement Proposal before commencing any placement. Placement Coordinators will review the proposal to ensure it meets course and learning requirements.

What is a Placement Proposal?

- Help students plan a placement that meets course competencies and learning goals
- Provide Placement Coordinators with enough information to assess suitability
- Inform placement providers of the student's learning needs and supervision requirements

You must discuss your placement plans with the placement provider before submitting the form. Proposals submitted without prior agreement from the provider may be denied, which could significantly delay your placement.

Submission Timelines

- Standard Placements: Submit at least 8 weeks before the proposed start date
- Government or Hospital Settings: Submit at least 12 weeks in advance, if possible

This applies even if you obtained your placement through Cairnmillar's EOI process. These lead times allow time for approvals and due diligence.

Completing Your Proposal: Step-by-Step

Step 1 Prepare to complete the placement proposal	Step 2 Student completes sections 1 to 5 of this form	Step 3 Placement Coordinator Initial Review (Section 6)	Step 4 Student completes Section 7 to send for Placement Provider approval (Section 8)	Step 5 Placement Coordinator Final Review and Outcome (Section 9)
• Review requirements for Placements A & B, including: ◦ Case report types ◦ Age range and clinical presentation requirements ◦ Diversity of settings • Define your learning goals in line with course outcomes • Identify and contact potential placement providers • In collaboration with the provider (and any onsite supervisors), discuss the placement requirements to assess whether the placement can support your learning goals and course requirements.	• Complete Sections 1-5 of this form • Upload all required documents, including a signed Position Description on letterhead and your Conflict of Interest (COI) form (if applicable) • Submit your draft in Sonia (Section 5) for initial review by the placement coordinator (Step 3) Tip: Use "Save Draft" until you are ready to submit. The Placement Coordinator is not notified until you click Submit in Section 5.	Your Placement Coordinator will initially review your proposal and respond with one of the following: 1. Approved pending provider confirmation: You may proceed to send the form to the placement provider (Step 4) 2. Resubmit: More detail is required—coordinator feedback will be provided 3. Declined: The placement is not suitable and cannot proceed Steps 1 to 3 may repeat until the placement is approved or declined. THIS IS PRELIMINARY APPROVAL ONLY AND YOU CANNOT COMMENCE PLACEMENT UNTIL THE PC PROVIDES FINAL APPROVAL/OUTCOME IN STEP 5 ONLY.	• Once approved by the Placement Coordinator, Student will complete Section 7 to send the proposal to the Placement Representative (student contact) to confirm the details. • Once the Placement Representative has submitted Section 8, the form will be sent to the placement Coordinator for final review and outcome (Step 5).	• The Placement Coordinator will complete a final review (Section 8). • Once approved, students can begin preparing for your placement start date as outlined

SECTION 1: STUDENT & PLACEMENT PROVIDER DETAILS (Student to complete)

1.1 Student Details

Student ID ⓘ	Student name ⓘ
Student email ⓘ	Student phone
Placement unit code	AHPRA Registration No. ⓘ PSY
Placement year ⓘ	Placement semester ⓘ

1.2 Placement Organisation Details

Organisation name (e.g., company name) ⓘ	Placement site name (for multi-site organisations) ⓘ	Web address/URL
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1.3 Placement Site Address

Street	Suburb	State	Postcode
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1.4 Placement Provider Contacts

Please provide the details for contacts at the organisation where you are proposing to complete the placement as follows:

- Placement Representative (student contact)** is the students main contact person throughout the placement. This person will attend the placement contract meeting and have oversight of you as a students across the placement.
- Partnership Agreement contact** is the person Cairnmillar liaises with to sign the formal partnership agreement with the organisation before you can commence placement. If this person is the same as the representative, please write "as above".

Placement Representative name (student contact) ⓘ	Position Title	Email	Contact phone number
Partnership Agreement contact full name ⓘ	Position title	Email	Contact phone number

Section 1 Placement Coordinator Feedback: Student & Placement Details

SECTION 1 FEEDBACK: Placement Coordinator The Placement Coordinators Feedback to guide any adjustment to the form details completed by students. Student are required to make the below changes directly into Section 1 of this form.	SECTION 1 FEEDBACK: Student Response. Have you made changes to Section 1 above based on the Placement Coordinator's Feedback? ☐ Yes ☐ No	SECTION 1 FEEDBACK: Student Questions. Do you have any questions about the feedback for the Placement Coordinator?
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SECTION 2: PLACEMENT HOURS & ASSESSMENT DETAILS

Student to complete

Students are required to meet the minimum requirements for Placement B outlined in the table below.

Minimum Total Placement Hours / Days (7.5 hours per day)	Minimum Direct Client Contact Hours	Minimum Client-Related Hours	Minimum Individual Supervision Hours	Minimum Group Supervision Hours
375 hours / 50 days	150 hours	225 hours	13 hours	12 hours

2.1 Placement dates & days

Please carefully read the following point as this section requires students to take extra care about the details when. Please ensure that you understand the following:

- Placements are completed at a minimum of two days per week and a maximum of three days per week at 7.5 hours per day.

- Placement start dates cannot be more than two weeks prior to the semester start date and students must commence placement prior to the census date. Please refer to CMI's academic calendars when determining placement start dates: [Key dates- The Cairnmillar Institute](#)
- Ensure you consider public holidays, periods when the provider is closed (e.g., religious celebrations, school holidays etc.) and any planned leave when entering the dates. Confirm placement start and end dates with the placement provider to ensure it fits with placement provider's operational needs.
- This section will help you calculate the number of days so that any leave, closure period and public holidays are factored into your placement planning, however it will not compare this to the dates you enter, so please double check the start and end dates once you determine the number of placement days is correct.
- Please use the following website to calculate the correct placement start and end dates: [Weeks Calculator](#)
- You may want to allow for an additional 1-2 weeks in case of unplanned leave.

Placement start date ⓘ	Placement end date ⓘ	Select days attending placement ⓘ ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
No. of placement days per week ⓘ	No. of weeks on placement ⓘ	No. of public holidays/service closures impacting placement ⓘ

2.2 Planned Leave

Planned leave should be discussed and agreed with your placement coordinator and the placement provider representative prior to placement commencement. Please indicate any periods of leave scheduled during the placement. Enter leave start and end dates in the following format 20/11/25 – 1/12/25. Confirm if your planned leave has been discussed with your agency provider and specify how many days of placement will be missed due to your leave

Please detail start and end dates of planned leave (if none planned leave write 'NA')	Please confirm below that your planned leave been approved by your placement provider representative? ☒ Yes ☐ No	Please enter the total number of placement days missed due to planned leave
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2.3 Total Number of Placement Days

Use save draft only to calculate the placement days until you have all the details correct.

- Placements are a minimum of 50 days in duration.
- Click save draft to calculate the no of placement days taking into account days per week, number of weeks, planned leave, and public holidays.
- Check the start and end dates to ensure they are correct.

The calculated number of days above must be at least 50 days. If less than 50 days, please amend the blue form areas above and save draft to re-calculate the days. If you are seeking to undertake a placement less than 50 days, please add your rationale in the comments box below.

Has not been actioned	
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2.4 Placement Hours and Days Comments

Please outline reasons and requests for any variation to the minimum placement requirements (e.g., hours, days) and/or provide further clarification about any different or changing arrangements. This includes any plans to increase or decrease the number of days you are attending placement each week.
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2.5 Placement Assessment Requirements

Students need to refer to the placement handbook and unit guide when completing this section of the form. Student are required to complete the following placement assessment in each placement:

- 2 x MSE/Formulation Presentations within supervision
- 3 x Supervisor Observations, including review of the session case notes
- 1 x Case Report. Please remember that students are required to complete one assessment and one treatment report across both Placements. Please refer to the [Case Report Guidelines](#).

The following questions are to provide details about completing the case report and the supervisor observations.

Case Report Details

Please select the type of case report you completed in Placement A	Please select the type of case report you intend to complete in Placement B	Have you confirmed with the Placement Provider that they are able to refer a suitable client for the case report and you will have access and time to the completed any assessments and the report? ☒ Yes ☐ No
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Supervisor Observation Details

Students are required to be observed working with clients by their **primary individual supervisor** on at least three occasions throughout the placement. This can be completed in-vivo or by video recording sessions. On rare occasions the placement provider, often to due to restrictions imposed by the setting (e.g., forensic, hospitals), will not allow client sessions to be video recorded or for an external supervisor to observe the session. In these cases students need to make a formal request in this form for an onsite psychology supervisor to observe the client sessions and complete the feedback forms. These requests will be assessed by the Placement Coordinator.

Please explicitly discuss with your placement provider representative (student contact) whether it's permissible for your allocated primary individual supervisor can observe at least three clients sessions either in vivo (can be online) or by video recording client sessions (with informed consent).

Please select the most appropriate option about how supervisor observations will be conducted while on placement	Please provide details about the request to have a alternate supervisor (not your primary individual supervisor) complete the supervisor observations. Please include reasons for the request and the supervisors details.
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Section 2 Placement Coordinator Feedback: Placement Hours & Assessment Details

SECTION 2 FEEDBACK: Placement Coordinator The Placement Coordinators Feedback to guide any adjustment to the form details completed by students. Student are required to make the below changes directly into Section 2 of this form.	SECTION 2 FEEDBACK: Student Response. Have you made changes to Section 2 above based on the Placement Coordinator's feedback. ☐ Yes ☐ No	SECTION 2 FEEDBACK: Student Questions. Do you have any questions about the feedback for the Placement Coordinator?
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SECTION 3: PLACEMENT SETTING DETAILS

Student to complete

3.1 Placement Setting

The following are brief descriptions of the common placement settings:

- **Public or Private Hospitals (Inpatient/Outpatient Services):** Provision of psychological intervention to admitted patients and into outpatient services. This may include roles within inpatient mental health services, and across general medicine, and medical specialized wards as well as psychology led and multidisciplinary services in adult and paediatric services.
- **Community-Based, NGOs, and crisis services:** Publicly accessible services for individuals with severe or chronic mental health issues based in the community. Examples include paediatric, adult, and older adult community mental health services, residential and day program rehabilitation services, and mental health and recovery programs.
- **Schools:** Psychological services supporting students' academic, emotional, and social wellbeing through collaboration with educators and the school community.
- **Forensic settings:** Psychologists assess and treat individuals with mental disorders who pose a risk to others. Roles may include risk assessment, therapy to reduce reoffending, and diagnostic evaluations.
- **Private practice:** Clinics offering varied psychological services, often supported by funding sources such as Medicare, NDIS, or Veteran Affairs, with models differing by practice structure and practitioner type.

Please select the placement B setting from the drop-down list:	If other is selected, please provide details below
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3.2 Placement Supervision

Students will typically be provided with individual and group supervision by Cairnmillar. There are however some placements where the setting requires students to be supervised by staff onsite, such as for example in secure forensic, public health or specialist service settings. Please note the following requirements regarding proposed onsite supervisors:

- Must **not** have a prior, dual or multiple relationship with the student
- Must hold Board Approved Supervisor status with the PsyBA
- Must be a clinical psychologist

Does the Placement Provider require you to be supervised by onsite psychologist? If yes, then please provide a rationale ☐ Yes ☐ No	If yes, please provide a rationale for why the Placement Provider requires you to be supervised by staff at the organisation.
Proposed Supervisors Name	Proposed Supervisors Email
Proposed Supervisors AHPRA Registration Number	Does the supervisor hold clinical endorsement? ☐ Yes ☐ No

3.3 Workplace/Paid Placements

Paid and workplace placements present conflicts of interest that need to be managed and also may have insurance implications. Please answer the following questions and if indicated, please complete the WorkPlace/Paid Placement: Conflict of interest form in collaboration with your employer/placement provider.

Please select the most appropriate option from the list below:	If you selected options 2, 3 or 4 please provide brief details below (e.g., length of employment, summary of existing role, will this be an ongoing role after placement) and download and complete the Paid/Workplace Placement: Conflict of interest form and upload the completed form in Section 6 below.
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3.4 Onsite Support

Please briefly describe what onsite supports are available during the placement, for example on-call senior psychologist via telephone, other clinicians are in the building, clinical reviews, peer consultation, regular meeting with placement provider representative, and transdisciplinary learning. Please also consider support provided after hours or on weekend if placement stretches into these times.

3.5 Client Populations

a. Delivery Mode: What is the primary mode of delivery for direct client contact?	
b. Client age groups: Please check only those boxes where you worked or plan to work with the client group for 10% or more of your total direct client hours for the placement. Please remember, students must accrue the following ratio of hours at the completion of both placements: - A minimum of 25% (75 hours) of Direct Client Hours must be accrued working with children and families. ❶ - A minimum of 25% (75 hours) of Direct Client Hours must be accrued with working age and/or older adults). ❶	☐ 0-5 ☐ 5-12 ☐ 12-16 ☐ 16-18 ☐ 18-25 ☐ 25-45 ☐ 45-65 ☐ >65
c. Complex Presentations: A minimum of 25% of the total hours accrued across all age groups and settings (75 hours) must be with clients who your supervisor has deemed to fall into the complex presentation category. Complex presentations describes work with clients who's presenting issues include overlapping neurodevelopmental disorders, severe mental disorders such as schizophrenia, bipolar disorders or psychosis, clients at very high risk of suicide, clients under the care of statutory services or legislation, and clients at high risk of criminal conviction. Individual supervisors are responsible for determining whether a client meets the criteria for 'complex presentations' and verifies this by signing the logbook. Please briefly describe how your role in this placement will provide for opportunities to work with complex presentations.	

Section 3 Feedback: Placement Setting Details Feedback

SECTION 3 FEEDBACK: Placement Coordinator The Placement Coordinators Feedback to guide any adjustment to the form details completed by students. Student are required to make the below changes directly into Section 3 of this form.	SECTION 3 FEEDBACK: Student Response. Have you made changes to Section 3 above based on the Placement Coordinator's feedback. ☒ Yes ☐ No	SECTION 2 FEEDBACK: Student Questions. Do you have any questions about the feedback for the Placement Coordinator?
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SECTION 4: PLACEMENT LEARNING PLAN

Student to complete

SECTION 4: PLACEMENT LEARNING PLAN

This section is important for assessing the placement for goodness of fit with your learning and development towards gaining graduate competencies in clinical psychology. This section requires some thought and for students to read the descriptions carefully. Please read the questions and explanations carefully. You can save a draft and return to this form at anytime before submitting for your placement coordinators review. Please ensure that the learning plan sets out specific goals and daily placement activities.

4.1 New Clinical Psychology Learning Opportunities

Please complete this section with reference to the Diversity of Placement Experiences section in the [Placement Handbook](#)

Clinical psychology placements occur in a broad range of settings where students have the opportunity to apply knowledge of psychopathology and culturally responsive

assessment and intervention across the lifespan. In accordance with APAC professional competencies for clinical psychology, appropriate placements will offer students opportunities to focus on skills such as evaluation of psychological disorders, including those of high complexity and severity; use of various assessment tools, including standardised psychometric tests and assessments; the integration of psychological assessment data and knowledge of psychopathology to inform clinical case formulation, diagnosis and intervention planning. Your responses must show:

- Clear distinctions from your current or past roles
- Evidence of skill development
- Exposure to new client types, settings, interventions, or assessments
- At least 50-60% of clients or experience to be new

Common mistakes to avoid when completing this sections of the Placement Proposal

 Mistake	 Instead, Do This
"I will increase my skills"	Say <i>how</i> you'll increase them, and in what areas
Vague references to "diversity"	Specify client groups, diagnoses, or therapy types
Overlap with current role without explanation	Clearly distinguish how placement differs
Assuming the setting alone makes it novel	Justify what <i>experiences</i> will be new, not just the location

For students undertaking a paid or workplace placements, you must make significant changes to the role to demonstrate opportunities for new learning. For example, you need to clearly explain in each sections below how this role is different to previous experiences and especially how it is markedly different to your paid/workplace role.

New Client Populations

Explain what types of clients you will work with that are different from your usual experience and what percentage of your caseload that will reflect these new opportunities. Include:

- Age ranges (e.g. children, adolescents, older adults)
- Cultural groups (e.g. refugee populations, LGBTQIA+)
- Clinical groups (e.g. people with psychosis, neurodivergent clients)
- Types of clients (e.g., individual, groups, families, couples etc.)
- Percentage of your caseload with each population.

 **Example:** “I currently work exclusively with adults in a primary care setting. This placement will allow me to work with adolescents aged 13–17 presenting with school refusal, anxiety, and emerging personality difficulties. I have not worked with this age group in a therapeutic capacity before. Approximately 80% of my client will be adolescents”

New Presenting Problems

Outline diagnosis or issues you'll be treating for the first time in more depth. Consider:

- Complex Trauma
- Eating disorders
- Mood disorders such as bipolar disorder
- Personality disorders
- Psychotic disorders
- Forensic Issues

 **Example:** “While I have experience treating generalised anxiety and depression, I have not worked with clients with complex trauma, OCD, or personality disorders. This placement will give me experience in managing these presentations under supervision.”

New Treatment Modalities or Approaches

Describe any therapies you'll be learning and applying for the first time (or beyond introductory level). Possibilities include:

- Schema Therapy
- Trauma Therapies (e.g., cognitive reprocessing therapy, trauma-focussed CBT)
- CBT and related therapies, such as ACT, DBT etc.
- Clinical groups (e.g. people with psychosis, neurodivergent clients)
- Family Therapies (e.g., Internal Family Systems)

 **Example:** “I aim to gain competency in schema therapy and CPT, both of which are new to me and offered onsite at the placement. I will participate in supervision focused on these approaches offered at the placement and apply them with appropriate clients during placement.”

New Assessments/Diagnostic Tools or Approaches

If you will conduct psychological assessments, explain what tools you will use that are new to you. Consider:

Explain what types of clients you will work with that are different from your usual experience and what percentage of your caseload that will reflect these new opportunities. Include:

- Cognitive assessments (WAIS-IV, WISC-V)
- Personality measures (PAI, MMPI-2)
- Functional assessments (Vineland-3, BASC-3)
- ASD/ADHD tools (MIGDAS, Connors, ADOS) Age ranges (e.g. children, adolescents, older adults)

 **Example:** “I have not yet administered full cognitive assessments. During this placement, I will conduct WAIS-IV and PAI assessments with adult clients referred for diagnostic clarification.”

New Skills in Diagnosis and Report Writing

If you haven't done diagnostic and associated report writing work before, this is a strong area of learning to highlight.

 **Example:** “I will be required to write diagnostic reports for clients with neurodevelopmental and personality disorders—skills that are not part of my current role.”

New Setting, Context and Client-Related Activities

Highlight how the placement role is new to you (even if the population is familiar) and what client-related activities you will undertake e.g., what will your day to day work look like?.

 **Example:** “This is my first placement in a forensic setting. I will work with young people on community-based orders, learning how to navigate legal frameworks and multidisciplinary teams, which is novel for me.”

Social and Cultural responsiveness to diversity

Please indicate in terms of clients, activities, and supervision how this placement will support you to develop competencies in relation to diversity. Social and cultural diversity is defined by the Psychology Board of Australia as: The ability to apply knowledge and understanding of how the practice of clinical psychology is influenced by social, historical, professional and cultural contexts. This includes demonstrating the ability to competently and ethically practice with people who differ from the psychologist in ways including, but not limited to: age, race, colour, culture, gender, geography, language, sexual orientation, educational attainment, physical attributes, cognitive capacity and socio-economic status and religious-spiritual orientation. This includes sensitivity and knowledge of working with Aboriginal and Torres Strait Islander people Briefly describe how you will develop social and cultural responsiveness to diversity in this placement.

Briefly describe how you will develop social and cultural responsiveness to diversity in this placement.

Section 4 Feedback: Placement Learning Plan Feedback

SECTION 4 FEEDBACK: Placement Coordinator The Placement Coordinators Feedback to guide any adjustment to the form details completed by students. Student are required to make the below changes directly into Section 4 of this form.	SECTION 4 FEEDBACK: Student Response. Have you made changes to Section 4 above based on the Placement Coordinator's feedback. ☐ Yes ☐ No	SECTION 4 FEEDBACK: Student Questions. Do you have any questions about the feedback for the Placement Coordinator?
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SECTION 5: INITIAL PLACEMENT PROPOSAL SUBMISSION & SUPPORTING DOCUMENTS

Student to complete

This section is for students to submit their completed proposal and supporting documents for initial review by the Placement Coordinator. Once reviewed, students will be notified of the outcome and next steps. Please ensure you complete the checklist below and upload supporting documents including the Position Description on the placement provider's letterhead and the Paid/Workplace Placements Conflict of interest form, if applicable.

Possible outcomes of the Placement Coordinator's Initial Proposal Review:

- **Approved:** Proceed to Section 7 to email the Placement Provider Student Contact for review and approval.
- **Resubmit:** Students need to review the Placement Coordinators feedback at the bottom of each section and amend the form as instructed, then resubmit the proposal for review (submit Section 5).
- **Declined:** The Placement Coordinator has deemed the placement as unsuitable for a clinical psychology placement. Students will need to find another placement opportunity and complete another placement proposal form.

Note: Students will be required to resubmit the placement proposal if there is insufficient information provided, the document is not completed in full and/or if the above tasks have not been completed or any supporting documents are missing.

Task	Checklist Item
Have you discussed and agreed on the contents of this proposal and the placement details with the Placement Provider?	☐ Yes ☐ No
Is your start date at least 8 weeks in advance of when you initially submit or submitted this proposal form?	☐ Yes ☐ No
UPLOAD POSITION DESCRIPTION: Please upload a position description of your role that clearly aligns with the contents of this placement proposal, is on the Placement Provider's letterhead and is signed by the Placement Provider. 	
UPLOAD CONFLICT OF INTEREST FORM: As per section 3.3 please upload a completed and co-signed Paid/Workplace Placement: Conflict of Interest form (if applicable).	
Please acknowledge that you are not able to commence placement until The Placement Coordinator has approved the placement in Section 8 of this form and you have completed all your pre-placement checks in Sonia.	☐ Yes ☐ No

Overall Student Comments or Questions

Please add any overall Placement B Proposal comments or questions for your Placement Coordinator here.

Section 5 Feedback: Initial Proposal Submission & Supporting Documents Feedback

SECTION 5 FEEDBACK: Placement Coordinator The Placement Coordinators Feedback to guide any adjustment to the form details completed by students. Student are required to make the below changes directly into Section 5 of this form.	SECTION 5 FEEDBACK: Student Response. Have you made changes to Section 4 above based on the Placement Coordinator's feedback. ☐ Yes ☐ No	SECTION 5 FEEDBACK: Student Questions. Do you have any questions about the feedback for the Placement Coordinator?
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Once you submit the form you will not be able to make any changes. Your draft proposal will be reviewed by your placement coordinator. If you are required to make updates and resubmit, be aware that this may take a some iteration so read and implement any feedback carefully before resubmitting. You will receive a notification to log back into Sonia once the proposal has been reviewed so you can see the outcome and process the next steps accordingly.

Press 'Save Draft' if you just want to save the information in your proposal, but not yet share it with your PC.

Press 'Student Submit Proposal for Initial PC Review' only when you are ready to submit the proposal to the Placement Coordinator for review.

DO NOT PROCEED TO SECTION SEVEN until your CMI Placement Coordinator has reviewed and selected in the outcome box 'Proposal meets placement requirements continue to section eight' in the below section.

Has not been actioned

SECTION 6: INITIAL PLACEMENT COORDINATOR REVIEW

PC to complete

Your placement coordinator has reviewed your DRAFT proposal and provided the following outcome / next steps:

Outcome ☐ Approved pending Placement Provider confirmation: Proposal meets placement requirements - continue to Section 7 'Provider Confirmation'. ☐ Resubmit: Review Placement Coordinator feedback, amend the proposal and resubmit for review ☐ Declined: Placement does not meet requirements for Clinical Psychology Placement. A new Placement Proposal is required.
Feedback from Placement Coordinator
Students - Need any clarification about feedback?

IMPORTANT INSTRUCTION FOR STUDENTS: if you need any clarification about the feedback, you can add it in the relevant text box prior to resubmitting your draft.

Once you have updated your draft addressing your PC's feedback in full, please re-submit your draft proposal by clicking the 'Student Submit Initial Proposal for PC Review' button above.



Has not been actioned

STUDENTS, PLEASE DO NOT CONTINUE TO SECTION SEVEN BELOW UNTIL THE OUTCOME ABOVE PROVIDED BY THE CAIRNMILLAR PLACEMENT COORDINATOR IS 'Approved pending Placement Provider confirmation'.

SECTION 7: PLACEMENT PROVIDER CONFIRMATION

Student to complete

IMPORTANT: This section is only to be submitted once your proposal has been reviewed and given the outcome 'Draft Proposal meets placement requirements - continue to section eight' above in the Placement Coordinator Review section.

How to request confirmation:

1. Enter the email of your proposed placement contact person.
2. Enter a subject (e.g. Placement proposal confirmation for [student name]) from the Cairnmillar Institute.
3. **Ensure to leave the [Notification Text] field**, as this contains the **link to your form**. Feel free to edit anything around this field. See example below. It's very important that you update this so that your provider understands what is required of them.
4. Change the 'Regards, Sonia' to your full name and include Cairnmillar Institute.
5. Click 'Student Submit' (only after your proposal has been discussed with and endorsed by your **CMI placement coordinator**).

Once you click submit, this will then send an email to your proposed placement contact person/rep to review your placement proposal and confirm its suitability for your placement requirements. Your placement coordinator will be notified once this form has been completed by your proposed provider. Depending on the outcome, your placement coordinator will then either approve your proposal or request a resubmission.

Example Email content:

Subject: Placement Proposal confirmation for [add your name] from the Cairnmillar Institute

Hi [placement contact person]

As discussed, I am sending through my placement proposal for my placement. Please use the link below to review and confirm my placement at [add organisation name].

[NotificationText]

Regards

[your name]

Cairnmillar Institute

Do not delete the original [NotificationText] in the below email window as this is link to the form for the Placement Provider contact you email and you will not be able to add it back into the form.

No invitation sent

STUDENT DECLARATION

By submitting this placement proposal, I confirm that to the best of my knowledge:

- the information provided in this form is correct,
- agree in principle that the placement can be feasibly undertaken according to details provided in this form,
- onsite supervisor/s has/have relevant expertise appropriate to the areas of learning I will focus on during the placement (relevant for students receiving onsite supervision), and
- the placement will provide opportunities for the me to meet the required direct client contact hours.
- that I have discussed this proposal with the proposed placement organisation and relevant contacts / reps prior to submission and that they understand they'll receive this submission to review and confirm.

REMINDER: ONLY CLICK 'STUDENT SUBMIT' once your draft proposal has been reviewed and given the outcome 'Approved pending Placement Provider confirmation in Section 6 [above](#).

Has not been actioned

SECTION 8: PLACEMENT PROVIDER CONFIRMATION

Placement Provider Representative to complete

PLACEMENT PROVIDER DECLARATION

By submitting this form I agree that:

1. I have read, discussed with the student (and other parties where applicable) and agree to the contents of this placement proposal (if 'Confirmed' selected and considering any corrections I have provided below);
2. Client/patients health records will be stored in line with the relevant laws related to health record storage;
3. I will facilitate the student to attend meetings, includes clinical reviews, groups and/or observe others in their clinical work where possible;
4. I, or my delegate, will maintain oversight of the student while they are on placement to ensure they are safe, functioning in the expected manner, and will notify will contact the supervisor and/or placement coordinator as soon as reasonably possible if an issue or concern about the student arises;
5. the placement provider will provide opportunities for the student to meet the required direct client contact hours.
6. I will notify the placement coordinator as soon as reasonably practical if the student is involved in any adverse event;
7. In the event of a client related crisis situation the student will contact an appropriately qualified mental health professional located on site. Where there is no on-site person available, the student will contact their allocated supervisor or CMI directly for assistance managing the situation;
8. I will ensure that the student does not see any clients/patients without appropriately qualified staff on site to ensure the students safety.

Placement contact name

☒ Confirmed.

☐ Unable to accept this placement.

NOTE: The Cairnmillar Institute has implemented Sonia Online, an intuitive, user-friendly web-based program, to manage all student placements. As the placement rep at your organisation for this student (i.e. the person who will sign off on any relevant student assessments such as their placement contract etc.) account set up details and a user manual will be sent to you in due course.

If you need any clarification around this prior to submitting this form, please email pc-postreg@cairnmillar.edu.au and Cc placements@cairnmillar.edu.au.

Has not been actioned

SECTION 9: PLACEMENT COORDINATOR FINAL REVIEW

Placement Coordinator to complete

OFFICE USE ONLY

PLACEMENT COORDINATOR FINAL OUTCOME

Please review the document and if all details are correct approve the proposal.

Placement Coordinator Details

Placement coordinator name	Placement coordinator email pc-postreg@cairnmillar.edu.au	Placement coordinator phone 03 9813 3400
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Placement Proposal Outcome ☐ Approved ☐ Declined ☐ Other (e.g., withdrawn, LOA). Please add explanatory comments	Additional feedback and next steps
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Has not been actioned