

3 | Students, Volunteers & AHAs

STUDENTS, VOLUNTEERS AND ALLIED HEALTH ASSISTANTS

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3: Students, Volunteers and AHAs

3.1: Student Placements

Policy Owner: Compliance Team Leader – **Portfolio Area:** Compliance

Introduction and Purpose:

Vocational/Student placements provide students with the opportunity to apply the theory and skills they learned while studying in a professional workplace. Under these arrangements students can gain the skills they need to transition successfully from study to work, while giving industry the opportunity to enrich student learning experiences and increase the number of work-ready graduates (Fair Work Australia, 2017).

1. Vocational Placements Policy
2. Conditions for a Vocational Placement
3. Guidelines for a Vocational Placement

Who does this Policy Apply to:

All Team Members

What is our Policy:

HDST is committed to supporting student placements for the development of an appropriately trained and educated speech pathology workforce and the benefit student placements bring to the clinic.

HDST typically engages with the following streams of student placements:

1. University Students – Final Year Placements
2. University Students – First Year Placements
3. School-aged Students – Work Experience
4. Non clinical Student – Observations only

Conditions for a Vocational Placement

- Under the Fair Work Act (updated 2017), a vocational placement (which is lawfully unpaid) meets all the following criteria:
 - There must be a placement. This can be either arranged by the educational or training institution or initiated by the student directly, in line with the requirements of their course.
 - There must be no entitlement to pay for the work the student undertakes.
 - The placement must be done as a requirement of an education or training course. The placement must be a required component of the course as a

whole, or of an individual subject or module of the course (elective/compulsory).

- The placement must be one that is approved. The institution delivering the course which provides for the placement must be authorised under an Australian, state or territory law or an administrative arrangement of the Commonwealth or a state or territory to do so.

Guidelines for a Vocational Placement

- Student placements should aim to achieve the goals set out in the course objective under the guidance of a Clinical Educator (CE).
- Students on placement must be supported to achieve their educational outcomes and be provided with relevant practical workplace training and experiences for their professional development.
- Students must be adequately supervised by a Clinical Educator guided by their Academic Liaison Person at their institution of study.
- Expectations of the placement from both the student and HDST must be made clear at the outset.
- The Clinical Educator will make use of the Academic Liaison Person (or equivalent) at the academic institution as a bridge between the student and Hills District Speech Therapy.
- The academic institution should provide insurance cover for students on placement.
- Upon completion of placement, students will be offered an exit interview with their CE.
- Upon request, students will be given an appropriate reference detailing their contribution to HDST, such as length of hours, range of activities and achievements.

Insurance Requirements

External institution is required to provide a copy of Professional Indemnity and Public Liability Insurance to the value of \$20 million.

Use of Students with NDIS Participants

Providers should talk with participants about how Allied Health Practitioner (AHP) students, provisional psychologists or Allied Health Assistants (AHA) can contribute to achieving participant outcomes. It is beneficial for students or provisional psychologists to work with people with disability, as they are more likely to work in the area if they have a positive experience as a student.

AHP students or provisional psychologists on clinical placement can provide services to NDIS participants, provided they are under the supervision of a qualified AHP when delivering the services, and the participant has agreed that the student may deliver specific aspects of the support.

The service agreement between the provider and the participant should document this consent, and how the arrangement can result in additional flexibility (e.g. lower hourly rate or additional hours of service) for the participant.

Students or provisional psychologists on clinical placement under supervision (usually an unpaid role) are not payable separately to their professional supervising practitioner. The supervisor can claim the relevant professional rate from the NDIS to create and supervise an appropriate program to be delivered by the student, with the participant's consent.

As a paid unsupervised practitioner, a provisionally registered psychologist can charge at the rate applicable to an Allied Health Assistant Level 2 or as a counsellor.

Responsibilities:

Governance:

- Ensure our policies are maintained and followed through by all members of HDST through ongoing training and supervision.

Clinic Managers:

- Ensure all staff are trained and supervised in the implementation of this policy.
- Ensure all required supporting documentation is provided by the student/volunteer prior to commencing their placement.
- Ensure all students/volunteers receive the required supervision and training during the course of their placement with HDST.

Team Members:

- Adhere to the policy and respond to any breaches

Tools and Resources:

Important documents	Other supporting documents
3. Students, Volunteers and AHAs (Web view)	

References:

Fair Work Student Placements Fact Sheet:

<https://www.fairwork.gov.au/sites/default/files/migration/723/Student-placements.pdf>

Policy owner	Compliance		Content author	Compliance Team Leader	
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3: Students, Volunteers and AHAs

3.2: Allied Health Assistants

Policy Owner: Compliance Team Leader – **Portfolio Area:** Compliance

Introduction and Purpose:

Allied health assistants (AHA) (interchangeable with the term 'Therapy Assistants') are employed/contracted to support the work of allied health professionals (AHP) (O'Brien et al., 2020).

They can provide support services in a range of settings in varying areas of practice for clients of all ages (O'Brien et al., 2020). AHAs must be supervised by an AHP when performing non-clinical, administrative, and clinical duties that require direct client contact.

Who does this Policy Apply to:

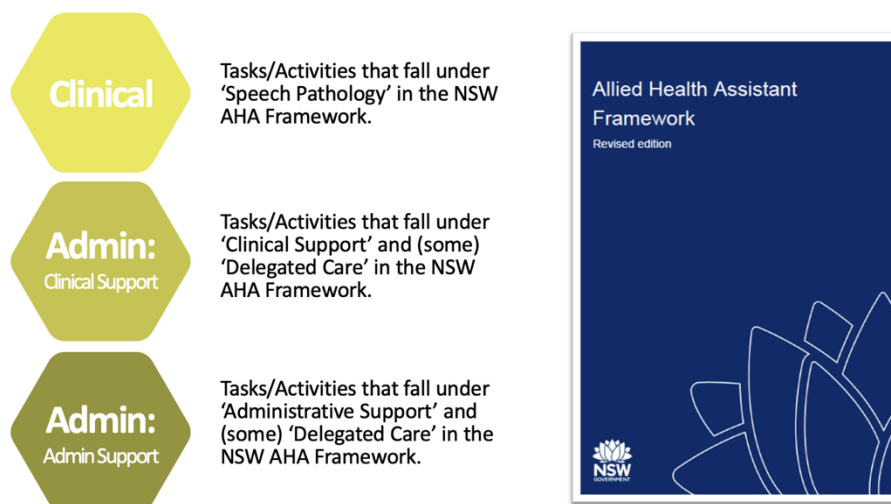
All Team Members

What is our Policy:

Role of AHAs at HDST

Under the NSW AHA Framework, AHAs can complete tasks and activities under the following three areas:

1. Clinical
2. Administration: clinical support
3. Administration: administrative support



HDST utilises Allied Health Assistants to help participants meet their desired outcomes by providing additional sessions, lower cost sessions, group therapy sessions and resource development services. All costs are clearly communicated to families before engaging in AHA services.

Allied Health Assistants are not allowed to answer any clinical questions or make clinical decisions while providing services to participants. All clinical decision-making and/or questions are deferred to the supervising AHP. Any AHA found to be breaching this policy will face disciplinary action.

Allied Health Assistants are inducted into HDST Policies when they become contracted to HDST. This includes training on mandatory reporting all of which must be reported directly to the supervising AHP.

Supervision of AHAs at HDST

If you wish to supervise an AHA at HDST, you must have at least 2 years' clinical experience as a qualified Allied Health Professional. Please note that supervision and use of an AHA is covered under HDST professional indemnity and public liability insurance.

Responsibilities:

Governance:

- Ensure our policies are maintained and followed through by all members of HDST through ongoing training and supervision.
- Ensure AHAs employed at HDST are covered by HDST's professional indemnity and public liability insurance.

Clinic Managers:

- Ensure all clinical staff (particularly those with at least 2 years of clinical experience) are trained and supervised in the implementation of this policy.

Clinicians:

- Adhere to the policy and report any breaches to clinic managers
- Communicate with the client about the therapeutic arrangement.
- Oversee the management of clients they are supervising.
- When acting as the supervising AHP for an AHA, they must review all notes and progress on a weekly basis. This is accounted for with Caseload Expectations points (CLE) in clinician calendars.

Allied Health Assistants:

- Complete all set induction modules prior to engaging in clinical services.
- Consult with their supervising AHP regularly and direct all queries regarding the management of the client to the AHP.

Tools and Resources:

Important documents

[3. Students, Volunteers and AHAs \(Web view\)](#)

Other supporting documents

References:

NSW Allied Health Assistants Framework:

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/GL2020_005.pdf

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