**PLACEMENT PROPOSAL**

*Determining Host Organisation Suitability*

Students are required to contact organisations to secure a potential placement. Once they have made initial contact and secured an offer for placement, they must provide the details requested below and upload the completed form to Moodle (Unit 108 and 207).

**Student & Placement details (please complete fully)**

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| **Date:** |
| **Student Details** |
| First Name |  |
| Family Name |  |
| Cohort |  |
| **Host Organisation/Private Practice Details** |
| Name |  |
| Type of Organisation *i.e. counselling clinic/practice, community centre, school etc.* |  |
| Essential Services Provided |  |
| Address |  |
| Key Contact Name |  |
| Key Contact (phone no. & email) |  |
| Website |  |
| Proposed starting date of placement |  |

**Supervision details**

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| **Supervisor/s Details (host organisation and/or external)** |
| Name |  |
| Contact (phone no. & email) |  |
| Qualifications |  |
| Professional membership/associations:  |  |

Thank you for taking the time to fill out this placement proposal. Metavision will contact your host organisation to confirm the details provided. If further information is required, Metavision will contact you directly.

Once your host organisation has been approved as a suitable host, Metavision will send you the signed Memorandum of Understanding (MOU) as formal approval to proceed with your placement. Students are required to forward the MOU to their organisation to sign and upload the signed version to Moodle (Unit 108 and 207) prior to commencing placement.

If you have any queries, please contact the Metavisions Placement Office at [placement@metavision.edu.au](file:///C%3A%5CUsers%5Crainb%5CDocuments%5CAnne%5Cwork%20Metavision%5Cplacement%20officer%5Cplacement%40metavision.edu.au)

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| **Metavision Office Only**  |
| ***Qualifying Questions**** Can the Host Organisation offer the student the required placement hours?
* Can the Host Organisation provide the client contact hours required for a placement?
* Does the Host Organisation have public liability that covers the placement student?
* Will the Host Organisation be able to provide regular individual supervision for the placement student?
* If external supervision is required, has the student submitted an External Supervision Agreement (ESA)?
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