**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 are required to provide the details requested below and upload the completed form to Moodle (Unit 108).

**Student & Placement details**

|  |  |
| --- | --- |
| **Date:** | |
| **Student Details** | |
| 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**

|  |  |
| --- | --- |
| **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 be in touch with 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) prior to commencing placement.

Students are welcome to reach out to the Placement Officer, Bec Simone, if they have any queries [bec@metavision.edu.au](mailto:bec@metavision.edu.au)

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| **Metavision Office Only** |
| ***Qualifying Questions***   * Is the Host Organisation able to offer the required placement hours to the student? * Is the Host Organisation able to 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)? |