**Mediation Institute**

**CHC.WP.001**

**Work Placement Client Evidence Tool and**

**Work Placement Guide**

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# Introduction

Supervised workplace practice is a mandatory component, of the assessment requirements for the core units from the CHC81115 Graduate Diploma of Family Dispute Resolution qualification and is also used in two of the electives units.

Students are required to participate in a **minimum of 50 hours of work placement,** and complete specific tasks under the supervision of an accredited Family Dispute Resolution Practitioner (‘FDRP’).

This document must be completed by the student and signed by the workplace supervisor(s). Workplace supervisor(s) MUST be currently accredited FDRP’s.

## What comes before work placements?

Before a Mediation Institute student has approval to participate in a work placement, they must complete theory and mandatory assessment role play in core skills.

The student can provide you with a completed Assessment Completion Recording Tool noting the dates they completed their prior assessment tasks.

Students – you can download the tool from the same task you downloaded this document. <https://mi.study247.online/courses/124/assignments/1480>

# Supervisor Information

**Student Instructions:** Complete your details and then provide to the workplace supervisor and request that they complete their information.

Upload the completed file to the Workplace Supervisor Form Assessment Task.

### Complete for EACH supervisor who will be signing off on supervision.

|  |  |
| --- | --- |
| Student Full Name |  |
| Mobile |  |
| Email |  |
| Supervisor Name |  |
| FDR R Number **and years of experience as a FDRP** |  |
| Supervisors Workplace |  |
| Address |  |
| Mobile |  |
| Email |  |

|  |  |
| --- | --- |
| Is the student an existing employee of the Supervisors Workplace? |  |
| Have you reviewed this document and understand the requirements for your role as a workplace supervisor? |  |
| Date of commencement of the supervision |  |
| Proposed date of completion of the Work Placement |  |
| Workplace supervisors’ signature |  |

*During the work placement the student must be given the opportunity to work with clients under your supervision.*

*They can be expected to perform client contact and clerical functions that a non-accredited worker would do without direct supervision related to the client cases they are working on.*

*They must be given the opportunity to co-mediate and not simply observe your work.*

## Workplace Activities information

|  |
| --- |
| **The following activities are appropriate as part of a work placement** |
| There is not a specified amount of time for each activity. Indicate if done. |
|  | Orientation to the workplace |
|  | Supervision discussions before and after cases |
|  | Group supervision discussions with other practitioners |
|  | Professional events and activities with other professionals in the family law system |
|  | Providing information to clients making enquiries about FDR |
|  | Participating in group information sessions for clients |
|  | Undertaking pre-mediation activities e.g. risk screening, helping clients to prepare for FDR, following up on information requests etc. |
|  | Co-facilitating in parenting FDR |
|  | Co-Facilitating in property FDR |
|  | Co-Facilitating in shuttle FDR |
|  | Co-Facilitating in Child Inclusive FDR |
|  | Co-Facilitating in multi-party FDR e.g. with support people, lawyers, multiple parties etc |
|  | Other relevant activities |

# Work Placement Evidence

|  |  |
| --- | --- |
| **Supervisors overall assessment** | **Initial or Comment** |
| Always worked ethically with clients |  |
| Provided accurate legal information without providing inappropriate advice |  |
| **Co-Facilitated intake processes with at least five families** |  |
| Analysed and determined what was appropriate based on specific clientneeds |  |
| Referred or supported clients appropriately |  |
| Shared information about appropriate programs with clients |  |
| Helped clients to prepare for dispute resolution |  |
| Screened for risk and power imbalances appropriately |  |
| Applied pre-determined security procedures |  |
| **Co-Facilitated Family Dispute Resolution with at least three families** |  |
| Facilitated FDR appropriately assisting clients to define and clarify issues,communicate and negotiate |  |
| Managed power imbalances and disruptive behaviour appropriately |  |
| Facilitated discussion of parenting issues appropriately |  |
| Facilitated property FDR appropriately |  |
| Facilitated discussion of financial issues appropriately |  |
| **Delivered services to at least 3 clients affected by domestic and family****violence according to legal and procedural requirements.** |  |
| Assessed and responded appropriately to safety concerns of familymembers subject to violence |  |
| Identified and responded appropriately to behaviours and tactics of familymembers who use violence |  |
| Interacted with users of family violence in a way that was respectful, honest and concerned for the safety of others |  |
| Identified and responded appropriately to the impact of family violencework on themselves |  |
| Overall comments about your mentee’s performance and recommendations. |
| I confirm that the attached Work Placement Log is an accurate representation of time spent during thework placement under my supervision. |
| Supervisors Name |  | Signature |  |
| Assessor Signature |  | Date |  |

# Work Placement Log

# Completed by the Student. Confirmed by the Supervisor

|  |  |  |
| --- | --- | --- |
| **Family #** | **Issues and Needs[1](#_bookmark5)** | **Work with this family as an intern**[**2**](#_bookmark6) |
| Family 1 |  |  |
| Family 2 |  |  |
| Family 3 |  |  |
| Family 4 |  |  |
| Family 5 |  |  |
|  |  |  |
|  |  |  |

Duplicate and add more rows if needed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Family #** | **Total Time** | **Activities during the session2** | **Supervisor** |
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| Total Hours |  | Supervisors Name |  |

1 Issues and Needs include the type of FDR Work e.g. parenting / property as well as the issues present such as DFV, CALD or other vulnerabilities or issues plus the process .

2 Work as in intern indicate process – e.g. intake, risk screening, safety planning, information sessions, parenting, property, shuttle, child inclusive etc