



PRACTICAL AND WORK EXPERIENCE POLICY

Te Kupenga is a leading provider of Catholic thought leadership, knowledge and faith formation in Aotearoa New Zealand and is the home of three national agencies: the Catholic Theological College, responsible for providing approved tertiary qualifications; the National Centre for Religious Studies, responsible for supporting religious education in Catholic schools; and the Nathaniel Centre for Bioethics, responsible for research and advocacy on bioethical issues.

For those undertaking a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

PURPOSE

This policy covers any learners undertaking practical or work experience as part of their study with Catholic Theological College (CTC).

PRINCIPLES

CTC learners engaged in any practical or work experience as part of a paper do so safely for all involved, and in a way that fits with the purpose of the programme.

PROCESS

Where it is a component of the paper that learners undertake a practical or work experience placement, the following apply:

1. The learner is responsible for completing any theory and classroom required work prior to placement, to ensure they have the skills required.
2. CTC lecturers will assist by advising the learner on options for placements, but the learner has ultimate responsibility for finding and confirming a placement. This includes meeting any additional requirements by the host organisation they are working with (such as police checks, screening and training requirements).
3. The placement must conform to the requirements of the paper and must be approved by the lecturer before commencing. In order to meet the timeframe of the paper, learners may be required to have completed some placement entry requirements with their host organisation prior to commencing the CTC paper.
4. All students will receive supervision, to allow for appropriate oversight and reflection in their placement. The supervisor and learner will sign a Supervision and Learning Agreement as part of this, outlining expectations and responsibilities of each party.
5. The learner and host organisation will also sign a placement agreement, to ensure that the placement is acceptable to all parties, and takes into care for the personal wellbeing, safety and rights of the learner and others involved. If a host organisation has their own agreement with the learner which appropriately covers these safeguards, this will suffice.
6. Learners are responsible for following the Health and Safety policy outlined in the CTC student manual, and for following all health and safety policies and procedures of their host organisation and/or location of placement.

Review and Approval

The *Practical and Work Experience Policy* is subject to the normal three-year review cycle. The Academic Advisory Board should be consulted as part of the review process, before approval by the Te Kupenga Governance Board.

Approved: December 2021

Last Review: April 2025

Next review: April 2028