



# Students Policy

## Scope

This policy applies to Brook RED Community Members, Nominated Support People, Board Members, employees, volunteers, and students on placement.

## Purpose

To establish guidelines for working with students.

## Principles

Brook RED values learning and wishes to provide students with the opportunity to apply the theory and skills they have learned to the workplace. Brook RED understands the unique contribution that students can make to our organisation and the mental health sector as whole. Brook RED wishes to enrich student learning experiences and aims to support students through their placement at Brook RED. We would like to maintain positive partnerships with educational institutions in Queensland and act in a way that supports this.

## Policy

Brook RED student placements are lawfully unpaid and meet the criteria for 'vocational placement' defined in the Fair Work Act 2009.

- Placements are time limited (minimum of 200 hours at Senior's discretion)
- Placements can be arranged by the educational or training institution, or a student may initiate the placement with us directly, in line with the requirements of their course
- There is no entitlement to pay for the work the student undertakes
- The placement must be done as a requirement of an education or training course in a relevant field. The placement must be a required component of the course as a whole, or of an individual subject or module of the course
- Brook RED will ensure that placements are authorised to offer training courses under state or territory legislation
- Brook RED will take into consideration the quality of relationship with the educational or training institution when assessing capacity to take on student placements

Other requirements:

- Students must be able to relate to a peer work model
- Students must have an understanding of strength-based and recovery oriented approaches to mental health
- Students must have a current Yellow Card/Worker Screening Check/Police Check
- Students must be actively involved in the Brook RED community during their placement
- Student tasks (with supervision from staff) include: Engaging with Community Members and administrative work such as surveys, organisation of groups/workshops, data entry, and projects
- Students will be accompanied by a staff on all Brook RED activities and outings with Community Members
- Students will observe/shadow staff when developing plans with Community Members

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- Students will have access to a supervisor (usually the Senior Peer Support Worker) with whom they participate in supervision, support, and guidance/advice
- Any performance issues will be dealt with in partnership with the university/place of study
- Students must complete the necessary paperwork before they commence their placement at Brook RED

## Definitions of Terms Used

None

## References

Brook RED My Student Q&A  
 Brook RED Student Confidentiality Form  
 Brook RED Student Details Form  
 Brook RED Student Document Checklist  
 Brook RED Student Feedback Form  
 Brook RED Student Intake Structure  
 Brook RED Student Timetable  
 Brook RED Termination of Student Placement Details  
 Fair Work website

## Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	July 2017	Eschleigh Balzamo	Introduction of new guidelines	January 2018
Version 02	September 2019	Eschleigh Balzamo	Review and Update	January 2021
Version 03	June 2021	Eschleigh Balzamo	Review and Update	July 2023
Version 04	August 2023	Eschleigh Balzamo	Review and Update	August 2024
Version 05	September 2024	Eschleigh Balzamo	Review and Update	September 2025

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.