

Agreement of Placement Experience

Between: Programme Leader, Nelson Marlborough Institute of Technology (NMIT) and

The student:

The employer:

Please enter student name

Please enter name of organisation

For workplace requirements of students enrolled in
New Zealand Certificate in Health and Wellbeing (Level 3) or (Level 4)

Student – Please describe your role and responsibilities within your health and wellbeing workplace.

NMIT Programme Leader responsibilities:

1. Implement the curriculum and provide educational delivery.
2. Coordinate the assessment process, monitor and report on student progress.
3. Liaise with the workplace facilitator/employer, the student, and the workplace verifier.
4. Monitor the fit between the programme and industry through student, agency and assessor feedback.
5. Take responsibility for review of programme design and delivery in response to feedback.
6. Endeavour to resolve disputes through discussion.

Employer's responsibilities for students enrolled in the programme:

1. Provide opportunities for practical experience for the student in order that s/he can complete the work based components of the programme. For Level 3 this is a minimum of 260 hours and for Level 4 this is a minimum of 240 hours in the workplace. These hours are spread across the courses within a programme.
2. Clearly communicate the employer's policies, procedures and practices and other reasonable directions to ensure safe practice.
3. Ensure verification and/or supervision is provided for the student completing programme components where there is a verification and /or workplace supervision requirement.

Student's responsibilities while enrolled in the qualification:

1. Comply with the employer's policies, procedures and practices and other reasonable directions to ensure safe practice.
2. Meet the requirements of the practical components of the relevant New Zealand Certificate in Health and Wellbeing.
3. Act professionally, safely and ethically at all times including maintaining confidentiality of personal information.
4. Abide by NMIT's policies and procedures as outlined in the course handbook.

Manager name (please print)

Student name (please print)

Manager signature

Date

Student signature

Date

New Zealand Certificate in Health and Wellbeing Workplace Verifier

Verifier name: _____

Employer: _____

Position: _____

Contact address: _____

Contact phone number: _____

E-mail address: _____

Relevant qualifications that meet your ability to be a verifier in this programme: _____

Please detail your experience in working in Health and Wellbeing services: _____

Experience in staff supervision and management: _____

Workplace Verifier Description:

The approved person who verifies the student's performance and competencies in the workplace. This could be an approved workplace supervisor, such as a Registered Nurse, Charge Nurse, Certified Verifier Caregiver, Clinical Nurse Supervisor, Service Provider Coordinator, or Nurse Manager.

Note: Workplace verifiers are not required to provide training nor are they required to carry out workplace assessments. Teaching and assessment is the responsibility of NMIT. NMIT will contact the verifier if there are any questions or concerns about the work of a student.

Verifier Signature

Date