**Expression of Interest (EOI) Form**

**Turning Point Educational Internship**

**Cohort VI: Monday 9 August – Friday 19 November 2021 (14 Weeks)**

Students who wish to apply for the Turning Point Educational Internship should complete this form and return it to your University Placement Coordinator along with the required documentation outlined in the checklist. This form has been designed to be completed electronically for clarity and efficiency purposes.

All required documentation **must** be received before your application can be processed. If any documentation is outstanding, your coordinator will return this form to you and request that you resubmit it once completed. **The closing date for EOI is 9 July 2021**.

Once your application is received, it will be forwarded to the Turning Point Educational Internship Coordinator who will review your EOI and if eligible, will arrange an interview to determine your suitability.

**Part I – Contact Information**

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| **Applicant (Student) University Information** | |
| **Student Name** | Click here to enter text. |
| **University** | Click here to enter text. |
| **University Student ID** | Click here to enter text. |
| **Course Code, Title & Year of Study** | Click here to enter text. |
| **Student University Email** | Click here to enter text. |
| **University Placement Coordinator Contact Information** | |
| **Name** | Click here to enter text. |
| **Department** | Click here to enter text. |
| **Phone number** | Click here to enter text. |
| **Email** | Click here to enter text. |

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| **Student Contact Information** | |
| **Postal Address** | Click here to enter text. |
| **Mobile Phone Number** | Click here to enter text. |
| **Alternative Email Address** | Click here to enter text. |

**Part II - Interest in Internship**

The Turning Point Educational Internship provides you with access to the Victorian alcohol and other drug (AOD) sector and offers a rewarding and thought-provoking experience aimed at supporting and building your professional and personal development. To participate, students need to commit to an average of 15 hours per week, with some weeks requiring less attendance. You must have access to a stable Wi-Fi connection, and a computer with a microphone and webcam to undertake the internship.  
  
The internship offers students supervised observation of client therapeutic processes, Vocational Education & Training (VET) competencies, and a range of AOD related skills training sessions. The mode of delivery is blended with a combination of face-to-face and online sessions. Turning Point is mindful that students may find some AOD concepts and internship content confronting. As such, structured group supervision and optional debrief sessions are offered to assist students in processing and reflecting on their experiences, with the Educational Internship Coordinator available during business hours for debriefing and at other times, a designated staff member. Your VET competencies will also prepare you for safe and ethical clinical observation.

The skills training sessions will cover thought-provoking topics such as client risk assessment (covering suicidality and self-harm); harm reduction strategies (including safer-injecting practices); risks and harms associated with AOD use and mental health issues, including injury, long-term health complications and fatality; interpersonal and family violence; stigmatisation and discrimination; and the impact of trauma as it relates to the AOD and mental health.

Turning Point is mindful that students may present with direct and indirect lived experience of AOD, mental and physical health issues, and trauma. This will not negatively impact your EOI but we strongly encourage you to consider your own support processes and self-care in order to undertake the internship safely. If you feel you are presently struggling with substance use, we would not recommend the internship at this time. Please kindly note the internship provides an adult learning opportunity, it cannot offer a personal counselling service.

In addition, Turning Point employs a mandatory self-reflective practice attached to each internship session. A student handbook and other resources support this process. Students are encouraged to adopt a self-management approach to self-care, and consider their personal, local and university-based resources for staying well during the internship. We also encourage students to make the Educational Internship Coordinator aware of any extenuating circumstances that may arise during your Internship which may affect your participation or safety.

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| 1. **Why are you interested in completing an internship at Turning Point?** (350 words max) *e.g. Why are you interested in working in the AOD sector? Once you have completed your course what type of organisation would you like to work in? What sort of job/role?* |
| Click here to enter text. |

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| 1. **What skills, qualities and strengths do you believe you would bring to the internship?** (200 words max) |
| Click here to enter text. |

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| 1. **What areas of the internship do you think may be challenging for you, and why?** (300 words max) *Please note your answer to this question will not be detrimental to your application; it has been asked so that Turning Point staff can see evidence of self-reflection, a key internship skill.* |
| Click here to enter text. |

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| 1. **How will you support yourself academically and emotionally during the internship? Are there any needs you would like the Internship Coordinator to be aware of, to support your placement experience?** (350 words max) *The internship can be a demanding as well as rewarding experience. Turning Point wishes to ensure you have the necessary resources and support to safely undertake the internship. Your responses will not be detrimental to your application.* |
| Click here to enter text. |

**Part III – Applicant Information, Terms & Conditions**

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| **Vocational Education & Training (VET) Component Conditions** | | | |
| Students will receive blended delivery and assessment of two VET Units of Competency (UoC): *CHCOAOD001 - Work in an alcohol and other drug context* & *CHCAOD004 - Assess needs of clients with alcohol and other drug issues*.  Students **must** attend all the listed delivery and assessment sessions, as stated below, as part of their internship conditions.  VET training programs involve a range of learning and assessment methods that include assessment workbooks; peer role-plays; personal and professional reflective exercises; weekly self-paced e-learning, and live Zoom activities. Students are expected to be active participants in all VET skills training exercises.  VET training delivery will occur via e-learning within Turning Point’s Learning Management System - Moodle - and depending on Covid 19 restrictions, skills practice sessions and simulated assessments will be conducted face-to-face or via Zoom. Students will then be required to submit recorded content and written assessment work as directed. | | | |
| ***I can attend all of the following sessions:*** | | | YES  NO |
| **Date** | **Time** | **Content** |
| Wednesday 11 August 2021 | 1000-1400 | Welcome & Orientation (non-VET) |
| Friday 20 August 2021 | 1000-1200 | CHCAOD001, Week 1: Intro to the Unit |
| Friday 17 September 2021 | 1000-1200 | CHCAOD001, Week 5: Info on Assessment 4 and 5 |
| Thursday 23 September 2021 | 0900-1700 | CHCAOD001, Week 6: Assessment 4 and 5 Recordings Due |
| Friday 1 October 2021 | 0900-1600 | CHCAOD001, Week 7: Reassessment opportunity |
| Tuesday 5 October 2021 | 1000-1100 | CHCAOD004, Week 1: Intro to the Unit |
| Tuesday 19 October 2021 | 0930-1230 | CHCAOD004, Week 3: Info on Assessment 2 |
| Tuesday 26 October 2021 | 0930-1230 | CHCAOD004, Week 4: Info on Assessment 3 |
| Thursday 4 November 2021 | 0900-1700 | CHCAOD004, Week 5: Assessment 2 Live Role Play |
| Tuesday 16 November 2021 | 0900-1500 | CHCAOD004, Week 7 - Reassessment opportunity |
| Thursday 18 November 2021 | 1000-1200 | Final Reflections (non-VET) |
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| **Clinical Observational & Skills Component Conditions** | | | |
| **Students are expected to offer availability for placement across all weekdays.** There are after-hours sessions on some Wednesdays and Saturdays where you will be expected to attend. Details of these sessions will be provided in your individual timetable. Student availability and preferences will be taken into consideration when allocating sessions wherever possible , and a bespoke timetable will be emailed prior to Welcome & Orientation. | | | |

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| **Internship Fees & Funding** |
| The Turning Point Internship receives funding from the Department of Health & Human Services (DHHS).  Please see below a table of other predicted costs during the Internship:   |  |  | | --- | --- | | **VET Training & Assessment** | Fully funded by DHHS | | **VET Printing costs** | Fully funded by DHHS | | **First issue of VET Statement of Attainment** | Fully funded by DHHS | | **Observational internship** | Fully funded by DHHS | | **Police Check (Volunteer)** | Self-funded by student | | **Internship Insurance (Undergraduate Elective Students)** | Provided by University | | **Internship insurance (Honours and independent applicants)** | Self-funded by student | | **Meals on internship** | Self-funded by student | | **Costs associated with Wi-Fi and computer access** | Self-funded by student | |

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| **Police Check** |
| Turning Point requires you to include a National Police Check as part of your application. If your university does not offer a preferred provider, you are free to choose any legitimate provider of National Police Checks. The following links may help with your search:  https://www.police.vic.gov.au/national-police-records-checks  https://auspost.com.au/police-checks  When prompted, please select “Volunteer”. If you have resided overseas for 12 months or more in the previous ten years, you are also required to contact the relevant overseas police force to obtain a criminal or Police Check.  A student will not automatically be precluded from the internship on the basis of having a police record. Turning Point will consider matters such as the seriousness and relevance of the conviction, and the length of time since the conviction. There are a range of factors to be considered, and *Section 6 of the Police Certificate Guidelines for Aged Care Providers* and *Section 4.6 DHHS Service Agreement Information kit for Funded Organisations* will be consulted when making decisions. |

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| **Registered Training Organisation (RTO) Terms & Conditions** |
| Turning Point (RTOID 6948) is responsible for the quality of training and assessment in compliance with the Standards for Registered Training Organisations 2015, and for the issuance of the AQF certification documentation related to VET units of competency.  Please kindly understand that this Turning Point internship does not guarantee that:   1. a student will successfully complete a training product on its scope of registration; or 2. a training product can be completed in a manner which does not meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015, or 3. a student will obtain a particular employment outcome where this is outside the control of the RTO.   Students must be Australian Citizens or Australian Permanent Residents to access the funded VET component and thus the internship, as Turning Point is not a CRICOS-registered RTO.  Full details of how your data will be shared and used can be obtained from the VET Student Policy and Procedure Handbook and the Turning Point Student Placement Handbook. Information provided on this EOI will be shared within Turning Point, Eastern Health, Victorian Registration and Qualifications Authority (VRQA), and associated regulatory and auditing bodies for the purposes of providing the internship. |

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| **Required Documentation** |  | **Office use only** |
| I have attached my current resume: | YES  NO |  |
| I have attached a copy of my National Police Check (Volunteer) (no older than 12 months, and covering the length of the Internship August-November 2021 inclusive): **OR**  I have attached evidence of a recent request for a National Police Check (Volunteer): | YES – Check Included  YES – Request Included  NO |  |
| I have completed and attached all pages of this form: | YES  NO |  |
| I am an Australian Citizen, Permanent Resident or Humanitarian Visa holder: *(this relates to eligibility for the VET training component)* | YES  NO |  |

**Part IV – Documentation Student Checklist**

**PART V – Student & University Coordinator Declaration**

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| **Student Declaration** |
| Please check the relevant boxes below before signing:  I have read, and understood the internship conditions described in this EOI form.  I understand this internship will be delivered both online and face to face.  I have access to a stable Wi-Fi connection, and a computer with a webcam and microphone.  Iconfirm that the information given in this form is true, complete and accurate.  I would like to request a discussion of my internship needs in view of a disability, chronic health issue, access needs (e.g. time for prayer) or an extenuating circumstance.  Student signature:  Date: Click here to enter a date. |

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| **University Coordinator Declaration** |
| Please check the relevant boxes below before signing :  I confirm the above named student has included all the relevant information and documentation to complete this Expression of Interest (EOI).  I confirm that the above named student is eligible to be considered for the internship process.  Coordinator signature:  Click here to enter text.  Date: Click here to enter a date. |

**UNIVERSITY COORDINATORS, PLEASE SEND COMPLETED FORM AND ATTACHMENTS TO:**

**Maysam Khoweiss, Educational Internship Coordinator – maysamk@turningpoint.org.au  
Subject Line: “Cohort VI Turning Point Student Internship EOI”**

**by 9 July 2021**