



Expression of interest (EOI) Turning Point alcohol and other drug (AOD) educational internship

2024

Intake 1 : First Semester 2024 : Monday 26 February – Friday 31 May 2024

Thank you for your interest in an educational internship in the alcohol and other drug (AOD) sector. Turning Point has been an integral part of the Victorian AOD sector since 1994, and we are committed to offering interested undergraduate students an opportunity to develop their knowledge and understanding of AOD issues and meet experienced staff across a range of jobs, services and organisations.

Turning Point is part of Eastern Health, a major metropolitan health service, and as such, is subject to Eastern Health policies and procedures regarding student learning programs.

Please take the time to read all of the information on this form before completing and returning it to your university placement coordinator together with the required documentation outlined in the checklist.

What's needed for this application

- Your personal details
- Your university details
- Your interest in the internship and why you'd like to take part
- Your commitment to mandatory internship dates
- Current CV/resume
- Police check
- Working with children check
- Immunisation history statement
- Australian citizenship and permanent residency status

Part I – About the internship

Turning Point’s educational internship provides you with access to a range of services within Victoria’s AOD sector and offers a rewarding and thought-provoking experience aimed at supporting and building your professional and personal development.

Hours

This 150-hour internship requires a commitment of approximately 10-12 hours per week over 14 weeks, with some weeks requiring more or less attendance. This time commitment is on top of any other university studies you may be undertaking as well as your work and personal commitments.

Students are expected to be available for internship activities on Tuesdays, Wednesdays and Fridays with some mandatory dates included (see Part V – Internship terms and conditions). Additional sessions are scheduled on other days of the week, including the occasional Saturday. Student availability and preferences will be taken into consideration when allocating sessions wherever possible, and a timetable will be emailed prior to the internship start date.

Mode of delivery

The mode of content delivery is blended, with a combination of online and face-to-face sessions. Approximately 90% of the program is delivered online, with the remaining 10% involving physical attendance at various locations in the Melbourne metro area. To participate, you must have access to a stable Wi-Fi connection and a computer with a microphone and webcam, as well as the ability to travel to locations across Melbourne.

While it’s intended the program will be offered as blended learning of face-to-face and online activities, the impacts of COVID-19 and/or other factors may require some or all face-to-face components to be delivered online.

Activities

The internship offers students supervised observation of client therapeutic processes, vocational education and training (VET) units of competency, site visits to harm reduction facilities and residential withdrawal/rehabilitation units, and a range of AOD related skills training sessions and presentations. Please note that this internship does not offer you the opportunity to work directly with AOD clients, and is educational and observational in nature.

The skills training sessions cover thought-provoking topics such as co-occurring AOD and MH disorders, harm reduction strategies, interpersonal and family violence, the impact of trauma as it relates to AOD and mental health, and client risk assessment (including suicide and self-harm).

Face-to-face and site visits may occur in Box Hill, Richmond, Collingwood, Carnegie and Lower Plenty. Students must have the ability to travel to these locations across Melbourne, and where possible, Turning Point staff will provide assistance in getting to these locations.

Vocational education and training (VET) component

The internship includes participation in, and formal assessment of, two VET units of competency from *CHCSS00093 Alcohol and Other Drug Skill Set*, which equates to approximately sixty hours of industry-relevant, competency-based vocational education. The two units of competency *CHCAOD001 Work in an alcohol and other drug context* and *CHCAOD004 Assess needs of clients with alcohol and other drug issues* provide students with a head start in the AOD sector, with most employers requiring completion of the *AOD Skill Set* within the first 12-24 months of employment. Please note it may be possible to complete the internship without meeting competency for these units, however, you will not receive a statement of attainment for these units of competency.

VET units involve a range of learning and assessment methods that include 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 occurs via e-learning within Turning Point's Learning Management System - Moodle - and skills practice sessions and simulated assessments are conducted via Zoom. Students are also required to submit recorded content and written assessment work as directed.

Support and self-care

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 with processing and reflecting on experiences. The educational internship coordinator is available during business hours for debriefing and at other times, there will be a designated staff member. Your VET units of competency will also prepare you for safe and ethical clinical observation.

Turning Point is also aware that some students may have direct and indirect lived experience of AOD, mental and physical health issues, and trauma. This will not negatively impact on your application but we strongly encourage you to consider your own support mechanisms and self-care in order to undertake the internship safely. Students are encouraged to adopt a proactive approach to self-care, and should make use of personal, local and university-based resources for staying well during the internship. It is your responsibility to make the educational internship coordinator aware of any extenuating circumstances that arise during the internship which may affect your participation or safety.

Turning Point employs a mandatory self-reflective practice attached to each internship session. Students are required to fill out an activity log where you reflect on your learnings, thoughts and ideas about your internship experiences. A student handbook and other resources support this process.

Students should note that while every effort will be made by Turning Point to support students, the educational internship is not a counselling program, and it is recommended that prospective applicants do not undertake the internship if they are currently struggling with AOD-related issues.

Employment opportunities

Turning Point's educational internship provides exposure to a wide range of organisations and workers within the AOD sector. Completion of the internship is likely to be considered favourably by prospective employers and Turning Point can provide references for students applying for jobs within the sector. Students should note, however, that the internship offers no guarantee of future employment in the sector.

Part II – Documentation needed to support your application

Police check

Turning Point requires all students to include a National Police Check as part of your application. If your university does not offer a preferred provider, students are free to choose any legitimate provider of National Police Checks. The following link may help: <https://www.police.vic.gov.au/national-police-records-checks>.

When applying for a police check, please select “volunteer”. Students who have resided overseas for 12 months or more in the previous ten years are also required to contact the relevant overseas police force to obtain their police check. Police checks should be no more than 12 months old.

Students will not be automatically excluded 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. The [Police Certificate Guidelines 2019](#) and Victorian Government’s [Safety Screening Policy for Funded Organisations](#) will be consulted when making decisions.

Working with children check (WWCC)

Turning Point requires all students to provide a copy of a current WWCC as part of your application. To apply for a check, go here: <https://www.workingwithchildren.vic.gov.au/> and select a “volunteer” check.

Note that WWCCs take between 3-12 weeks to process, so it is advised that students apply for one well in advance of the start date of the internship.

Immunisations

Turning Point requires all staff and students be immunised against the following diseases:

- Hepatitis B
- Influenza
- Measles
- Mumps
- Pertussis (Whooping cough)
- Rubella

- Tuberculosis
- Varicella (Chicken pox)
- COVID-19

Evidence of these immunisations are a requirement for participation in the internship, and must be provided as part of your application. You can access your immunisation history via Medicare and the myGov app, or via your GP who will refer you for a blood test to determine immunisation.

For more information about how to download an immunisation history statement from myGov, go here: <https://www.servicesaustralia.gov.au/how-to-get-immunisation-history-statement?context=22436>.

Part III – Applicant information

Applicant/student university information	
Student name	
University	
University student ID	
Course code, title and year of study	
Student university email	
University placement coordinator contact information	
Name	
Department	
Phone number	
Email	
Student personal contact information	
Postal address	
Mobile phone number	
Personal email address	
Preferred email address (university or personal)	
Emergency contact person	
Emergency contact person phone number	

Part IV – Interest in the internship

1. Why are you interested in completing an educational internship at Turning Point? (300 words max)
e.g. What interest do you have in working in the AOD or community services sector? Once you have completed your course, what type of work would you like to do?

2. What skills, qualities and strengths do you believe you would bring to this internship?
(200 words max)

3. 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.

4. How will you support yourself during the internship (consider academic, emotional, financial support)? Are there any needs you would like the internship coordinator to be aware of, to support your placement experience? (350 words max)
The internship is a rewarding experience, but it also requires considerable commitment. Turning Point wishes to ensure you have the necessary resources and support to adequately undertake the internship. Your responses will not be detrimental to your application.

Part V – Internship terms and conditions

Mandatory dates		
<p>To be eligible to take part in the internship, students must attend all the sessions below. Please check your calendars and diaries for pre-existing commitments before agreeing to these dates and note that dates/times are correct at time of writing but may vary.</p>		
<p><i>I can attend <u>all</u> of the following sessions:</i></p>		
	YES	NO
Date	Time	Content
Tue 27 February 2024	10.00am-2.00pm	Welcome and orientation (face-to-face at Turning Point Richmond)
Wed 6 March 2024	9.30am-12.30pm	CHCAOD001: live class online
Tues 12 March 2024	9.30am-12.30pm	CHCAOD001: live class online
Tues 19 March 2024	9.30am-12.30pm	CHCAOD001: live class online
Tue 26 March 2024	1 hr, various times	CHCAOD001: live assessment task online
Wed 3 April 2024	1 hr, various times	CHCAOD001: live assessment task online
Wed 10 April 2024	9.30am-12.30pm	CHCAOD004: live class online
Tue 16 April 2024	9.30am-12.30pm	CHCAOD004: live class online
Tue 23 April 2024	9.30am-11.30am	CHCAOD004: live class online
Wed 1 May 2024	1 hr, various times	CHCAOD004: live assessment task online
Tue 21 May 2024	9.30am-11.30am	CHCAOD004: live class online
Wed 29 May 2024	12.00pm-2.00pm	Closing session and final reflections (face-to-face at Turning Point Richmond)

Registered Training Organisation (RTO) terms and 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. Students must be Australian citizens or Australian permanent residents to access the internship and the funded VET component, as Turning Point is not a CRICOS-registered RTO.

Full details of how student data is shared and used can be obtained from the VET Student Policy and Procedure Handbook and the Turning Point Student Placement Handbook. Information students provide in this EOI may 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.

Internship fees and funding

Turning Point receives funding from the Victorian Department of Health (DH) to deliver this educational internship. As such, places are currently only available to Australian citizens and permanent residents, for whom there are no enrolment or tuition fees payable by students. There are, however, some costs that need to be borne by students and these are listed below.

Educational internship activities	Fully funded by DH
VET training and assessment	Fully funded by DH
VET printing and mailing costs (statement of attainment)	Fully funded by DH
Internship insurance (undergraduate elective students)	Provided by University
Internship insurance (honours and independent applicants)	Self-funded by student
Police check (Volunteer)	Self-funded by student
Working with children check (Volunteer)	Self-funded by student
Immunisations	Self-funded by student
Meals on internship	Self-funded by student
Costs associated with travel and parking at site visits	Self-funded by student
Costs associated with Wi-Fi, computers, mobile phones	Self-funded by student

Part VI – Checklist

Documentation checklist to accompany this EOI		
Current CV/resume		YES
Copy of National Police Check (Volunteer) no older than 12 months and covering the length of the internship 28 Feb-2 Jun 2023 OR evidence of a recent request for a National Police Check (Volunteer)		YES NOT INCLUDED but will provide to Turning Point before 28/2/24
Copy of current Working With Children Check (Volunteer) covering the length of the internship 28 Feb-2 Jun 2023 OR evidence of a recent request for a National Police Check (Volunteer)		YES NOT INCLUDED but will provide to Turning Point before 28/2/24
Immunisation history statement		YES NOT INCLUDED but will provide to Turning Point before 28/2/24
I am an Australian citizen, permanent resident or humanitarian visa holder		YES
All sections of this application are completed		YES

Part VII – Student and university coordinator declaration

Student declaration

Please check the relevant boxes below before signing:

I have read and understood the internship terms and conditions described in this form.

I understand this internship will be delivered both online and face-to-face and agree to attend all mandatory dates specified on this form.

I have included all the necessary documentation with my application or will provide before the internship start date.

I have access to a stable Wi-Fi connection, a computer with a webcam and microphone.

I confirm that the information provided is true and complete.

I request a discussion of circumstances that may impact my participation in the internship, for example, disability, chronic health issue, access needs or extenuating circumstances.

Student signature:

Date:

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 EOI form.

I confirm that the above named student is eligible to be considered for the Turning Point educational internship.

University coordinator signature:

Date:

Closing date for applications

All required documentation must be received before applications can be processed. Turning Point understands that there may be delays in obtaining police checks, working with children checks, and immunisation histories and these documents may be submitted before the internship start date of 26 February 2024.

Completed applications should be forwarded to the Turning Point educational internship coordinator who will arrange interviews with eligible applicants. **The closing date for submission to the educational internship coordinator is: Friday 24th November, 2023.**

Any questions about the application process or the course may be directed to either your university placement coordinator or email tp@turningpoint.org.au

PLEASE SEND COMPLETED FORM AND ADDITIONAL DOCUMENTATION

TO: tp@turningpoint.org.au

Please include “2024 Educational Internship EOI” in the subject line

on or before: Friday 24 November, 2023