



Employing a Student Practicum

Overview

United Theological College (UTC) is the appointed body responsible for the Phase 2 Formation Program in the Synod of NSW and the ACT. The Phase 2 Formation Program for candidates is guided by the UCA National Assembly which sets the standards for Theological Education and Formation for Ordained Ministries. A Student Practicum Placement will form the field education component of this program.

A Student Practicum Placement is an intentional educational experience that structures the integration of theological studies, ministry practice, and the formation of ministry identity. Being in a congregation or agency for field-based learning has many benefits for the candidate, yet there are also many benefits for their supervisor and the congregation or agency.

Standard terms and conditions

Condition type	Standard terms
Employment Type	Temporary part time
Hours per week	19 hours per week (50%) – 26.6 hours per week (70%)
Duration of practicum	12 months
Remuneration	\$69,128 FTE
Vehicle and travel	Practicum will use their own car. Travel reimbursed or paid as an allowance at standard ATO travel allowance rate.
Residence	Not standard
Superannuation	Paid in line with superannuation guarantee (currently 10%) to a nominated fund.
Allowance or expense fund	Not applicable
Leave	Leave is in line with the national employment standards
Pastoral Supervision Allowance	\$100 per month, paid to the supervisor selected

Any negotiations outside of the standard terms should occur between UTC Candidate Formation Coordinator, Candidate and Church Council or equivalent to ensure appropriate balance between practicum and formation commitments.



How a typical student practicum is structured

1. Candidates in employed practicum placements will be expected to complete a minimum of 320 hours per year with duties broken down as approximated below.

60%	Face-to-face engagement
30%	Preparation for activities (liturgy, sermons etc)
10%	Reflections meetings with the field placement supervisor

2. A field education supervisor will be appointed by the Candidate Formation Coordinator.
3. Candidates will keep a weekly logbook of the time given to the placement and the tasks completed.
4. A copy of the Field Placement Handbook will be provided to the Church Council for further information.
5. A calendar of formation commitments will be provided to the Church Council.
6. A template position description is available from the [Synod of NSW and ACT website Human Resources, Forms and Resources section](#).

Important compliance information for employers

1. A Student Practicum is not called to a placement, they are employees. Employees are covered by the FairWork Act 2009.
2. As independent employers, Church Councils are advised to conduct their own due diligence when employing a student practicum including verifying and keeping records of a working with children check and working rights in Australia.

To verify working with children check please follow the [working with children guidelines](#).

To verify work rights:

Right to Work	Evidence required
Australian Citizen	Passport or birth certificate
Visa holder	Conduct a VEVO check

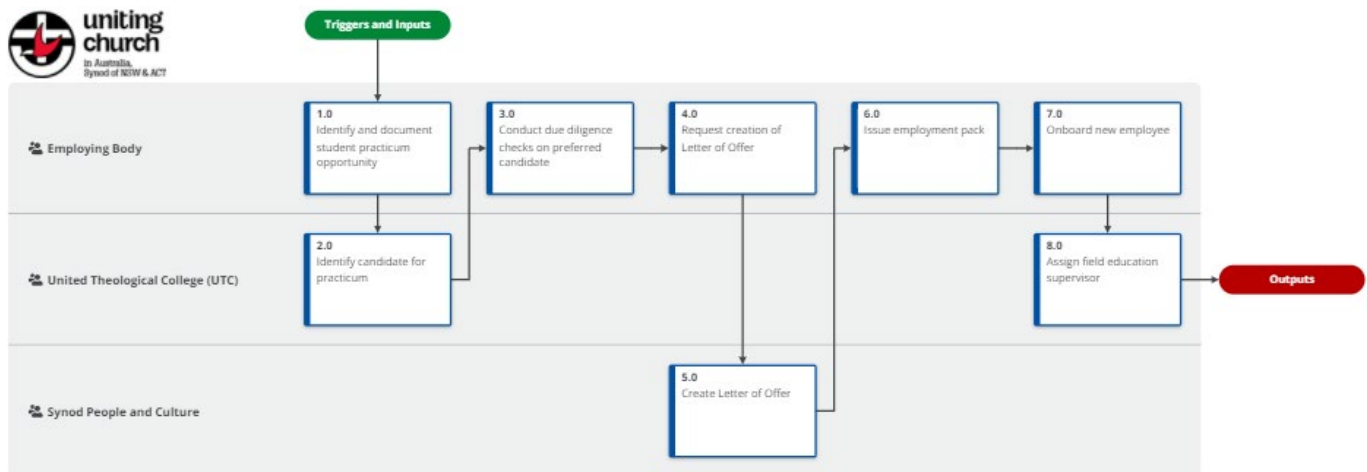
3. Payments to Student Practicums must comply with [single tax payroll \(STP\)](#) obligations.
4. Church Council must hold Workers Compensation Insurance for the Student Practicum in their employment.



Employment process

The process for employing a student practicum is outlined at the following link:

- [Employing a Student Practicum](#)



Who to contact for more information?

Query	Contact
Student practicum opportunities. Issues during the practicum.	Rev. Nicole Fleming – Candidate Formation Coordinator UTC nicolef@nswact.uca.org.au P 02 8388 8919 M 0438 693 258
Employment process or employment conditions.	People and Culture people@nswact.uca.org.au P 02 9159 9659
Payments or single touch payroll.	Payroll payroll@nswact.uca.org.au P 02 9159 9658