

## Information for Students

---

### 1. Outline of Field Education

Social work students must complete 1,000 hours of field education during their degree in order to be eligible for membership of AASW (AASW, 2012).

At CSU this is divided between 2 subjects. Usually students will complete 500 hours in each subject. While there is flexibility as to how many hours are completed in each subject, the total hours completed across both subjects has to be 1,000 hours. The minimum time for one subject is 280 hours. The balance of time must be made up in the other subject.

Each placement has to be in different fields of practice and practice setting to meet AASW requirements.

One placement must have a primarily direct or interpersonal skills focus. The other placement has to have an indirect focus (some kinds of group work, community work, policy, research).

A student requires supervision by the Field Educator, for the equivalent of 1.5 hours for every 35 placement hours (usually done as one formal hour of supervision and one informal hour of supervision). Ideally the supervisor, known as a Field Educator, is a qualified social worker with a minimum of two years full-time work experience. If it is not possible for the agency to provide such supervision, another staff member with appropriate experience and qualifications can provide the supervision of day-to-day activities related to the project or casework. In this situation the University will seek to negotiate for a social worker, to provide the offsite social work side of the supervision (to meet University requirements).

Most field education subjects are yearlong, and students must enroll for both sessions, with students starting throughout the year depending on individual circumstances and placement availability. Year-long subjects are:

- BSW
  - HCS303 *Social Work Field Education 1*
  - HCS402 *Social Work Field Education 2*
- MSW(PQ)
  - HCS505 *Social Work Field Education 1*
  - HCS506 *Social Work Field Education 2*

There is also a single session full time subject, for second placement students, in the BSW. This is for students who need to complete their degree, or who need a double subject to make up a full time study load:

- BSW
  - SWK424 *Social Work Field Education 2A*

Only one field education subject can be taken per calendar year and there is no midyear enrolment.

First placement students can commence from April/May onwards whereas second placement students can commence at the beginning of the academic year end of February.

Start dates outside of this period must be negotiated with the subject coordinator and only apply in special circumstances.

All field education subjects are graded Satisfactory (SY) or Unsatisfactory (US).

## 2. Establishing Compliance

In order to participate in field education students are required to verify that they have met compliance requirements. Students may have completed these requirements when they enrolled in the course. If not, they must begin the process on enrolment in their first field education subject. Be aware that some of the processes can take up to six months. Start the compliance process as soon as possible.

All students must complete:

1. National Police Check: <http://australia.gov.au/content/police-checks-criminal-history-records-checks>

Please send in a certified copy of your Police Check from this address. We will not accept crim check or Fit to Work Police checks

2. Working with Children Check: <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>
3. Immunisation: CSU also strongly recommends that NSW students are fully immunised as it is in each student's best interests as a potential social worker to be fully immunised. Immunisation will also enhance placement and employment opportunities. Full details can be found at: <http://www.health.nsw.gov.au/immunisation/Pages/default.aspx>
4. Students wishing to complete a Placement in NSW Health must be verified as health compliant. This process may take up to 6 weeks or more, so please read the information and discuss the requirements with your doctor. NSW Health requirements package available at: [http://arts-ed.csu.edu.au/\\_data/assets/pdf\\_file/0009/1734930/NSW-Health-Compliance-Package-2017.pdf](http://arts-ed.csu.edu.au/_data/assets/pdf_file/0009/1734930/NSW-Health-Compliance-Package-2017.pdf)
5. Students in other States and Territories should liaise with their Placement Establishment Academic to establish any further specific requirements

For more information please contact the Workplace Learning Office on 02 6933-2784 or by email at [HumanServices-WPL@csu.edu.au](mailto:HumanServices-WPL@csu.edu.au)

## 3. Enrolment and Registration in field education subjects

Students can enrol in September/October, prior to the year of placement. You must enrol in both sessions for the year.

From October onwards the Workplace Learning Office emails the placement registration form to correctly enrolled students.

The completed registration form, a current copy of your resume, Health and Safety Disclosure Form, certified NPC and WWCC must be returned by the end of the first week Session 1 by email to [HumanServices-WPL@csu.edu.au](mailto:HumanServices-WPL@csu.edu.au)

It is in the student's best interest to submit these forms as soon as possible because no placement will be organised without them. Placements are highly competitive and require time to establish.

Queries regarding your registration form should be directed to the Workplace Learning Office on either 02 6933 2784 or by email to [HumanServices-WPL@csu.edu.au](mailto:HumanServices-WPL@csu.edu.au)

Once the student has completed the registration forms and supplied the compliance documents (ie police checks working with children checks) and resume, an academic will be allocated to the student to source a placement, this is the Placement Establishment Academic (PEA).

#### 4. Placement Process

**Students are not to** approach any agency or negotiate their placement directly. All placements are negotiated by your Placement Establishment Academic in consultation with the student.

All placements are negotiated individually with students. If the processes below (including starting time frames) do not fit your individual circumstances please discuss them with your Placement Establishment Academic (PEA).

From December onwards the Placement Establishment Academic (PEA) starts sourcing placements for the following year. The PEA contacts students, clarifies the registration form information, identifies possible fields of practice and agencies and develops a placement strategy in conjunction with student.

Once the PEA locates a potential placement:

- Agency and students are provided with contact details about the possible placement.
- The student contacts the agency within 5 working days to organise an initial interview. This interview is the opportunity for both parties to determine if the placement is suitable and should proceed. At this interview details are confirmed and the Placement Negotiation form (PNF) is completed.

The student then returns the completed PNF to the PEA. The PEA checks the form and returns to the office. 10 working days are required by the office to finalise the placements and send out the Placement information before commencement. This includes insurance details, and no student is to commence until the confirmation emails have been sent out. At this point an Academic Liaison (AL) person is appointed who will monitor and liaise with the student and Field Educator around the placement process.

#### 5. During Placement

The AL role is to support and monitor the progress of the placement. This is the person the student liaises with if there are any issues or concerns while on the placement. The Academic Liaison Person is also available in between times for consultation and assistance, as needed.

In the first ten days of placement the student is expected to complete the Learning Plan, in consultation with their Field Educator (FE). This learning plan is reviewed in a teleconference around day ten with the AL.

At midpoint it is expected that the student will prepare a presentation and a brief report for the Mid Placement Visit and the learning plan is also reviewed. The Field Educator also prepares a report.

At the end of placement the student will have a telephone hook up to conclude the placement. This meeting involves the Academic Liaison and the Field Educator/s. A final placement report is also provided along with the final assessment task and summary of learning.

## **6. At the Conclusion of Placement**

The academic liaison marks all the assessment tasks and recommends the grade to the Subject Coordinator.

The Subject Coordinator reviews grade and finalises the grade at the end of the session. Grades for this subject are SY or US. As it is a yearlong subject IP is given at the end of session one to denote that the subject is in progress.

## **7. Professional Practice Assessment**

Students who meet the eligibility criteria can choose to participate in the professional practice strand (PPA) instead of the placement strand for their first placement. This means that instead of undertaking a 500 hour placement, students complete a series of assessments reflecting on their work experience, how they meet the AASW practice standards and are developing their professional identity as beginning social workers.

To be eligible for the PPA strand students have to have 3 years full time equivalent (FTE) work experience in a relevant context in the last 7 years of which one year FTE has to be in the last 3 years.

The first assessment for the PPA strand can be found on the Workplace Learning website under Professional Practice Assessment. The due date for the first assessment item for the PPA strand is the end of week four in session one.

Please email a copy of your current resume and job descriptions for the positions you are using to claim PPA, to the [HumanServices-WPL@csu.edu.au](mailto:HumanServices-WPL@csu.edu.au) for forwarding to the assessor.

## **8. For more information:**

Workplace learning website:

<http://arts-ed.csu.edu.au/schools/humss/social-work-and-human-services#horizontalTab1>

## **9. Contact Details**

Therese Jones-Mutton

Field Education Coordinator

02 6933 4922 or email [HumanServices-WPL@csu.edu.au](mailto:HumanServices-WPL@csu.edu.au)

Workplace Learning Office

02 6933 2784 or email [HumanServices-WPL@csu.edu.au](mailto:HumanServices-WPL@csu.edu.au)