

Social Work Field Education 1 Professional Practice Assessment Strand

**Professional Practice Assessment, Assignment A -**

**Preparing for the PPA Presentation (Assessment B)**

This is the first of three assessment tasks in the Professional Practice Assessment (PPA) strand of Social Work Field Education 1. It explores your experience of social work practice skills, theoretical knowledge and your values, knowledge of self, learning needs and the kind of social worker you aspire to be.

If you are successful with Assessment A you will then participate in a presentation interview (Assessment B). You will be contacted and advised of the time once Assessment A is finalised. Should you not pass Assessment A or B you have the option of undertaking a placement or withdrawing from the subject.

If you successfully complete Assessments A and B, you then need to complete Assessment 1, also known as the hurdle assignment, details of which can be found with the assignments on the Interact2 subject site. You must pass this to be awarded a satisfactory grade for the subject. Should you fail this assignment you will fail the subject.

For this assessment your work history of itself does not qualify you for a satisfactory mark. Rather, it is your understanding and insight into why you practice as you do and your ability to demonstrate that you have met the learning objectives of the first Social Work Field Education subject, as are incorporated into the assessment.

The standards set out in this assessment, while based on the AASW practice standards, have been adapted for educational purposes. DO NOT use the AASW practice standards for your application. If you do, it will not be marked until it is submitted in the correct template.

**Because PPA is a developmental process it is expected that students will submit several (fully completed) drafts before lodging the assessment. Note that over 80% of students need to resubmit or provide additional material, so allow yourself time to do so. You are encouraged to discuss any difficulties or concerns with Dr Bruce Valentine (bvalentine@csu.edu.au).**

**Please note the submission plan on p7.**

**NB: To enrol in your first field education subject (HCS303 or HCS505, depending on your degree) you need to either have completed or be co-enrolled in your first Theory and Practice subject.**

**Prior to commencing the assessment, if you have not done so, you are strongly advised to email your CV (showing how long each position has been held by month and year to month and year and the number of hours each week), position descriptions for the positions you will rely upon and a daytime contact number to the Workplace Learning Office (**[FOAE-WPL@csu.edu.au](mailto:hssworkplacelearning@csu.edu.au)**) to clarify your eligibility to undertake the PPA strand of Field Education 1.**

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***To be awarded a satisfactory grade you must be enrolled in both sessions of your first Social Work Field Education subject. While you will be progressively advised of the outcome of each professional practice assessment item as soon as possible, you have to receive a satisfactory mark for all three assessment items to be awarded a satisfactory grade for the subject.***

***Note: Your grade will not be converted until the end of session two.***

**Please ensure you read the PPA overview and Assessment A requirements of this document carefully before completing the assessment.**

**NB: If you are unhappy with the hours awarded for Assessment A, you can apply for a review to the Field Education Coordinator.**

**Any Assessment A graded as Unsatisfactory is automatically reviewed by a second marker. If the second marker assesses the item as Satisfactory, the Field Education Coordinator reviews the assessment item and has the final say.** If you receive an Unsatisfactory grade for Assessment A, you can either undertake a 500 hour placement or withdraw. If you apply for and receive an approved withdrawal (your fees cannot be refunded for session 1) you can enrol in the subject again and undertake the process a second time. No more than two attempts will be accepted.

**PPA Overview**

CSU policy, processes and the assessment requirements are based on AASW requirements.

Professional Practice Assessment, based on your work history (including relevant placements), is possible for your first field education subject only.

* **Determining your eligibility involves reviewing:**
  + a copy of your curriculum vitae and associated position descriptions. You have to have a work history, including relevant placements, of a minimum of 3 years full time equivalent (FTE) work in a “relevant context” in the past 7 years, which includes a minimum of 1 years’ FTE experience in a relevant context in the last 3 years; (Please note, **if you** **do not meet this minimum work requirement you cannot be assessed**)
  + **“relevant context”** is defined **as a position that either manages, or directly provides, what social workers consider to be social work or social welfare services to clients of the agency involving activities that the University regards as suitable for a field education placement,** including familiarity with and use of a range of social work practice skills and methods, such as assessment, counselling, casework, group work and community work.
  + **Where the clients include the staff of the agency, the applicant must occupy a designated counselling position**.
* **Assessment Item A requires you:**
  + - to provide evidence that you have met the standards and performance outcomes for the first placement,
    - to submit a referenced essay on the type of social worker you aspire to be.
    - to submit a referenced essay on the theories informing your practice.
* **Assessment B**
  + Assessment B involves a presentation, of about 20 minutes in length, to two academics/ experienced practitioners and responding to any questions that are asked. Allow an hour in total. To be successful you are required to demonstrate the beginnings of your social work identity, your knowledge of self, an awareness of your learning needs and your attitude to the second placement. Details of the assessment will be provided once you successfully complete assessment A.
  + If you are successful with assessment A you will be contacted about the date and location of the presentation in June or July this year. You are advised to take notes with you to assist with your presentation. You do not have to hand anything in. You will be advised at the end of the presentation if it has been satisfactory.
  + If the presentation is not satisfactory you will be asked to submit a 2000 word essay addressing the issues of concern by an agreed date.
* **Assessment 1**
  + This assessment, details of which are on the Field Education 1 Interact2 website, is completed by all social work students prior to proceeding on their first placement. Its purpose is to assess your readiness for placement. If it is not satisfactorily completed you will be withdrawn from the subject.
* **A satisfactory grade** for the professional practice strand of the first field education is subject to your meeting the eligibility criteria, achieving a satisfactory standard for the two essays and:
  + Being able to describe how your practice is consistent with the standards for 400 hours to be recommended, or
  + Being able to demonstrate insight into your practice and describe how it is consistent with the standards for 500 hours to be recommended,

*(****NB:*** ***In addition to the above, to be awarded 500 hours you must not exceed the designated word or page limit for each task.)***

* + Having a satisfactory field education interview. If your presentation is marginal the number of hours awarded may be reduced to 400.
  + Satisfactorily completing assessment one, the worksheets and orientation plan.
* Please see your subject outline and Interact2 for more detail regarding assessments A, B and 1
* **PPA Supervision**
* As you complete the PPA strand of Field Education 1 it is strongly recommended you negotiate supervision with a social worker (not a psychologist). This will provide you with the opportunity to discuss social work issues such as the standards, practice, theories, values and ethics as you complete the assessments. Supervision by a psychologist is not recommended as psychology practice, theories, values and ethics, while similar in some respects, are different to those of the social work profession.
* **Assessment A:** It is suggested you have one supervision session for each of the two essays once you have a draft prepared. In respect of your responses to the practice standards of which there are eight categories, as a minimum, four supervision sessions are recommended, i.e. one session per two categories.
* **Assessment B:** Aminimum of one supervision session is recommended for this assessment item.
* **Assessment 1:** No supervision is required.
* **Referencing**
* For this assessment you are required to use the APA (author/date) style of referencing, not the Oxford (footnote) style for the two essays. You responses to the practice standards do not have to be referenced, unless so indicated.

**Assessment A requirements:**

**This assessment must include** (Include your name and course at the top of each page):

* **Part 1**: A 1500 word referenced (minimum 5 references), in accordance with APA guidelines, reflective essay, **written in the first person,** under the following headings:
* (1). The kind of social worker I want to be (having regard to the AASW Code of Ethics);
  + (2) Comparing and contrasting my values and vision with those of the social work profession ( as expressed in the AASW Code of Ethics);
  + (3) The barriers /enablers that I have experienced to this point in my learning journey to social work;
  + (4) The gaps in my knowledge and experience;
  + (5) What I would like to learn in this course.
* **Part 2**: A 1500 word referenced (minimum 5 references), in accordance with APA guidelines, essay, **written in the first person,** describing and critiquing the social work theories (**no more than three**) that inform your practice (critiquing involves evaluating strengths and limitations of the theories; when they can be used and not used).
* **Part 3**: A demonstration of how you meet the practice standards **using the following template**. Please note that in addressing the practice standards you need to:
  + Provide an outline of **your claims, written in the first person**, showing how you meet each of the standards in the format provided, ie, set out what you do and why you practice as you do. It is not sufficient to set out your employer’s policies, procedures and requirements.
  + In preparing your responses, read both the standard and the indicators.
  + For each standard you do not need to respond to each indicator, but can provide a general answer that covers all the points.
  + If asked to *‘give examples’*, do so with recourse to your practice, note that the example is to support your response, not be the response.
  + When describing your practice, set out what do you do (that is different to your colleagues) and the informing practice theories. It is not sufficient to say you do so in compliance with agency policy or to describe the agency’s requirements.
  + Do not change the format
  + **NB: This part is limited to 25 pages** (for your responses to standards 1.1 to 8.4)**.** If you submit more than 25 pages, time permitting you will be asked to resubmit. If there is not time to do so, or you are unable to meet the requirement you will only be considered for 400 hours credit.
  + Do not cross reference your responses between the standards as each standard is (subtly) different. To see the differences read both the standard and the indicators.
  + Unless called for referencing is not required for Part 3 as it is about your practice.
* **Part 4: Nomination** of an AASW-eligible social worker (who has 2 or more, full time equivalent, years of practice) who can v**erify** the accuracy of the claims in your assessment. (The social worker maybe the same person you nominate when addressing the practice standards.)

**Notes:**

* Additional inclusions will not be considered.
* Do not include any original documents.
* Keep a copy of your portfolio
* Portfolios will be kept on file at Charles Sturt University and will not be returned.

**SUBMISSION PROCESS:**

Because PPA is a developmental process it is expected that most students will need to resubmit some part of their assessment. Some more than once. For this reason the following timetable applies to the submission of the PPA Assessment A:

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| **First draft (fully completed)** | **Monday 17 April** | **Email to bvalentine@csu.edu.au** |
| **Second draft** | **Variable** | **Email to bvalentine@csu.edu.au** |
| **Third draft (if required)** | **Variable** | **Email to bvalentine@csu.edu.au** |
| **Final version (when advised)** | **Variable** | **Submit via EASTS** |

**Unless an extension has been granted prior to the nominated date late assessments will not be accepted. Students who do not submit their first draft by Monday 17 April 2017 may be transferred to the Placement Strand of Field Education One.**

**Conditions for the second Field Education Subject for students who successfully complete the PPA strand of Field Education 1:  
 (The first condition is an AASW requirement)**

1. The second field education placement is to be primarily casework or clinically based and in a different practice setting and field of practice from the student’s employment history and to that which was relied upon for PPA assessment A.
2. In the second field education subject the student is to demonstrate reflective practice within a social values framework, develop a supervision plan and in case reviews describe the micro, mezzo and macro client context from a social work perspective.

**SAMPLE ONLY: DO NOT USE**

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| 1. ***Values and ethics*** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | **Name and contact details of manager or social worker who will attest to your achievement of this standard.** |
| **Standard 1.2**  The student is able to manage ethical dilemmas and issues arising in their practice. | 1. Describe an ethical dilemma that arose in your practice (not related to a policy issue). 2. Who did you consult with and what was their response to your ethical dilemma? 3. Describe an ethical dilemma that arose as a result of a policy direction and discuss alternative solutions.   *NB: Being required to do something you do not agree with, of itself, is not an ethical dilemma.* | When working in a parent support program I had spent many months gaining the trust of a mother who, despite the physical evidence, had denied abusing her child. She subsequently disclosed to me that while working with me she had abused her child and asked me not to report her. Making a child at risk notification would destroy her trust in me, yet to not do so would be to place her child at further risk. My supervisor reminded me that I while I had two clients, mother and child, I had a legal obligation to make a notification.  Following the removal of the above mother’s child my supervisor advised me that in keeping with agency policy I could no longer work with her. As I felt this would be counterproductive to her wellbeing I unsuccessful sought to have the policy reversed. However, I was successful in negotiating for another agency to take over working with her and for the handover to take several months. | name of social worker, contact details; or  name of manager, contact details (may be AS ABOVE if their details have already been provided)  **NB: Signature or initials not required** |

**PPA ASSESSMENT A – PREPARING FOR THE PPA PRESENTATION (Assessment B)**

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| **Student Name:** |  |
| **Student Number:** |  |
| **Address:** |  |
| **Day time phone number(s):** |  |
| **Email address:** |  |
| **Course (BSW, MSW(pq) or BS(SW)):** |  |
| **Subject (HCS303 or HCS505):** |  |
| **Date of Submission:** |  |
|  | **NB: 1. You cannot enrol in your second field education subject in the same calendar year as you are enrolled in the first field education subject.** |

**Addressing the Practice Standards**

1. ***. Values and ethics***

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| **Expected level of achievement.** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | **Name and contact details of manager or social worker who will attest to your achievement of this standard.** |
| **Standard 1.1**  The student’s practice is in accordance with the AASW *Code of Ethics.* | Describe and justify, *giving an example*, how your practice is consistent with the three core values in the AASW Code of Ethics. |  |  |
| **Standard 1.2**  The student is able to manage ethical dilemmas and issues arising in their practice. | 1. Describe an ethical dilemma that arose in your practice (not related to a policy issue). 2. Who did you consult with and what was their response to your ethical dilemma? 3. Describe an ethical dilemma that arose as a result of a policy direction and discuss alternative solutions.   *NB: Being required to do something you do not agree with, of itself, is not an ethical dilemma.* |  |  |

***2. Professionalism***

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| **Expected level of achievement.** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | **Name and contact details of manager or social worker who will attest to your achievement of this standard.** |
| **Standard 2.1**  The student’s actions reflect the integrity and professionalism of the social work profession. | 1. Describe *and give an example* of how you articulate the values, processes and outcomes of social work, as set out in the AASW Code of Ethics, and how you apply them to different practice contexts. 2. What does it mean to you to model and promote social work values, responsibilities and objectives, as set out in the AASW Code of Ethics, in your practice and to act consistently with integrity? |  |  |
| **Standard 2.2**  The student accepts responsibility for their actions and decisions. | 1. What are your professional/personal boundaries in the workplace? Give an example. 2. What do you understand a conflict of interest to be? Give an example. 3. Describe the legal limits to confidentiality. Give an example. 4. How do you recognise your own limitations when working with a client or other professional? Give an example of a situation when your professional capabilities were exceeded. Critically reflect on your response. |  |  |

***3. Culturally responsive and inclusive practice***

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| **Expected level of achievement.** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | **Name and contact details of manager or social worker who will attest to your achievement of this standard.** |
| **Standard 3.1**  The student works respectfully and inclusively with people from different cultures and with those whose beliefs and values are different to their own. | Describe *and give an example* of how:   1. the complexity of cultural identities impacts on your practice. 2. you adapt and modify your practice in order to work effectively and inclusively with people who have different and diverse cultural identities, values, affiliations, beliefs and customs. 3. you engage in professional development and supervision to ensure appropriate knowledge and understanding of diverse cultural identities. 4. reflect on your own personal values, culture and beliefs and describe how they impact on your interactions with people, community members and colleagues. |  |  |
| **Standard 3.2**  The student respects and strives to understand Aboriginal and Torres Strait Islander people and their cultures. | 1. Briefly outline the diversity amongst Aboriginal and Torres Strait Islander (ATSI) cultures. Quote your source. 2. Describe your understanding of what protocols you need to observe when working with ATSI people. 3. Describe how social work/welfare services have impacted negatively on ATSI peoples. 4. Describe the contemporary impact of past government polices on the willingness of Aboriginal and Torres Strait Islander peoples to engage with social work / welfare services. 5. How would you work with ATSI people to develop and provide culturally competent, safe and sensitive services? |  |  |

***4. Knowledge for practice***

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| **Expected level of achievement.** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | **Name and contact details of manager or social worker who will attest to your achievement of this standard.** |
| **Standard 4.1**  The student understands the higher level systemic influences on people in their area of practice. | 1. Describe *and give an example* of the social, political, cultural and organisational contexts and systems that impact on your agency’s clients. 2. Identify the legislation governing your practice and the legal framework that informs and mandates practice. 3. Describe how legislation can both enable and constrain people’s rights and wellbeing. 4. Identify and describe the main organisational policies relevant to your practice and critique how they impact on people. |  |  |
| **Standard 4.2**  The student understands social work and other relevant theories pertaining to their area of practice. | Articulates and uses knowledge:   * related to specific area of practice including current research evidence; * from other relevant subject areas such as sociology, anthropology, politics, economics, history, social theory and psychology. | No response required as this standard is addressed in your theory essay. |  |
| **Standard 4.3**  The student understands the role of research and evaluation in obtaining and generating new knowledge for practice. | Describe *and give examples* of how each of the following has informed your practice:   * practice evidence; * practice experience; personal and community knowledge and experience; * research evidence; * organisational and policy knowledge; * legal and ethical knowledge. |  |  |
| **Standard 4.4**  The student understands and is able to articulate how and when theories, knowledge bases and knowledge sources inform practice. | Describe *and give examples* of how your practice draws on:   * contemporary theory, professional knowledge, methods and values; * policy and legislation. |  |  |

***5. Applying knowledge to practice***

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| **Expected level of achievement.** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | **Name and contact details of manager or social worker who will attest to your achievement of this standard.** |
| **Standard 5.1**  The student has experience in conducting assessments and analysing the client’s needs to inform the service being offered or provided. | Describe, *with reference to a specific practice example*, how you:   1. gather relevant information regarding the client situation and assess the client’s situation including identification of all relevant psycho-social and contextual factors that impact on the client. 2. determine the nature and level of risk for the client, the social worker and others and ensure appropriate intervention is taken in relation to the level of risk. 3. assess the client’s understanding of the situation and their strengths to deal with it. 4. acknowledge and respect the strengths and capacities of the client in the initial assessment. 5. apply social work knowledge and theory as the basis for offering a social work service.   f) determine relevant others who need to be involved, or advised of, the proposed service. |  |  |
| **Standard 5.2**  The student is able to work collaboratively relevant people. | Describe, *with reference to specific practice example*, how you:   1. facilitate and enable people to make an assessment of their own needs where appropriate. 2. support people to decide what service/s they want, to assist in meeting needs, taking into account any limitations to their capability, their voluntary / involuntary status and the choices available. 3. when appropriate, develops a service plan with the person that outlines what is being offered, objectives/goals and planned outcomes. |  |  |
| **Standard 5.3**  The student has experience in using specific social work methods and techniques. | Describe *and give examples* of the social work methods of practice you have used, such as:   1. counselling 2. case work 3. clinical/therapeutic processes (individual and group) 4. mediation 5. advocacy 6. community development 7. social action 8. social policy 9. management, leadership, administration 10. research and evaluation 11. education and training. |  |  |
| **Standard 5.4**  The student has experience in applying critical and reflective thinking to their practice. | 1. Describe *and give examples* of how and in what context (eg in supervision) you reflect on your practice and use critical thinking with a particular focus on:  * principles of self-determination, empowerment, inclusion, equality, human rights, social justice and professional boundaries; * your role, paying particular attention to power imbalances, use of authority in statutory positions and in working with people who are using services involuntarily;  1. Describe how you distinguish and evaluate various sources of knowledge including practice evidence; practice experience; personal and community knowledge and experience, research evidence, organisational and policy knowledge, legal and ethical knowledge. |  |  |

***6. Communication and interpersonal skills***

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| **Expected level of achievement.** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | Name and contact details of manager or social worker who will attest to your achievement of this standard. |
| **Standard 6.1**  The student is able to effectively communicate with a diverse range of people. | Describe *and give an example* of how you have:   1. adapted your forms and styles of communication to effectively communicate with a diverse range of people. 2. used conflict resolution, mediation and negotiation skills to achieve the best outcomes for clients. |  |  |
| **Standard 6.2**  The student is able to effectively communicate the details and nature of the service offered or provided to people. | Describe *and give an example* how you:   1. engage and include people in decision making processes that affect them as far as possible, including those using services involuntarily. 2. inform people of policies and procedures of the service being offered or provided. 3. ensure clients are aware of the appropriate decision making, review and complaint processes in and external to the agency. |  |  |
| **Standard 6.3**  The student works with others in a team environment. | Describe *and give an example* how you:   1. contribute discipline specific social work values, principles and practice, as set out in the AASW Code of Ethics, to team activities. 2. treat colleagues with respect, integrity and courtesy. 3. cooperate and collaborate with other disciplines to improve service provision. 4. proactively and respectfully seek to resolve conflict with colleagues. |  |  |
| **Standard 6.4**  The student is able to use information technology to communicate and provide services as appropriate. | 1. Describe the information technologies you use in the provision of services. 2. Identify the benefits of communicating and providing services in an online environment. 3. Identify the limitations of communicating and providing services in an online environment. 4. Identify the ethical considerations associated with using online communication and social media for service provision including confidentiality, privacy and professional boundaries. |  |  |

# *7. Information recording and sharing*

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| **Expected level of achievement.** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | **Name and contact details of manager or social worker who will attest to your achievement of this standard.** |
| **Standard 7.1**  The student records and manages information appropriately. | 1. Describe the record keeping policy of your agency, including:  * the purpose for which a record is made, * who can have access to their record how people can access their record/reports, * any limitations on people access their records, * what is to be recorded (including phone calls, emails and meetings) and when, * the legislative requirements in relation to the making reports and records on clients. |  |  |
| **Standard 7.2**  The student keeps and maintains information in accordance with ethical principles and relevant legislation. | Describe the policy of your agency regarding the keeping of information and:   * confidentiality, informed consent and accountability. * storing electronic and paper records and taped information. * the legislation governing the keeping and storage of records in your agency. * how long adult records kept. * how long child records kept. * records disposal. |  |  |

***8. Professional development and supervision***

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| **Expected level of achievement.** | **Indicators (Guide to assist the student to demonstrate achievement of Standard).** | **Evidence – document your evidence for how you have achieved the standard.** | **Name and contact details of manager or social worker who will attest to your achievement of this standard.** |
| **Standard 8.1**  The student actively participates in supervision. | 1. Describe your understanding of the role, purpose and function of supervision and the value of seeking supervision regarding practice. 2. Describe the opportunities do you have to seek feedback, mentoring, support and constructive criticism from senior colleagues in order to continuously improve your practice. 3. Describe how you use supervision for effective and accountable practice, career development and reflection. |  |  |
| **Standard 8.2**  The student engages in continuing professional development as outlined in the AASW continuing professional development requirements. | Describe:   1. your understanding of what a professional development plan is 2. your learning needs and how you propose to address them 3. how you keep abreast of new research, evidence and developments in your field of practice 4. d) how you ensure your skills are up to date. |  |  |
| **Standard 8.3**  The student engages in critically reflective practice. | 1. What does it mean to be a reflective practitioner? 2. What skills are needed for reflective practice? |  |  |
| **Standard 8.4**  The student contributes to the education and professional development of others where appropriate | Describe how you share knowledge you have gained with your colleagues and the wider professional community. |  |  |

**Verification** (to be included with your assessment) NB: **No signatures required**

**Student**

I verify that the statements made in this assessment item are accurate and my own work.

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**Name Date**

**Nominate a social worker with 2 or more, full time equivalent, years of experience as a social worker, who can verify, if required, that:**

* You are known to s/he.
* You are a person of good professional standing.
* The statements you have made in your assessment are accurate.

Verifying social worker’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details (ph / email)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verifying social worker’s degree, year of graduation and awarding university:

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How is this social worker able to attest to the accuracy of your statements?

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