

# Supervised Professional Practice (Fieldwork) Placement Manual



Master of Social Work (Qualifying)  
Bachelor of Social Work

Department of Social Work  
Leading Socially Just and Sustainable Change



**MONASH** University  
Medicine, Nursing and Health Sciences



GROUP OF EIGHT



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PREPARED AND PUBLISHED BY:

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[www.med.monash.edu.au/socialwork/fieldwork](http://www.med.monash.edu.au/socialwork/fieldwork)

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# C O N T E N T S

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<b>Department of Social Work Staff</b>	<b>7</b>
<b>Master of Social Work (Qualifying) Course Outline</b>	<b>9</b>
<b>Bachelor of Social Work Course Outline</b>	<b>10</b>
<b>INTRODUCTION</b>	<b>11</b>
VISION	11
MISSION	11
<b>Welcome and Introduction to Supervised Professional Practice (Fieldwork)</b>	<b>11</b>
<b>Professional (Fieldwork) Practice Enquiries</b>	<b>12</b>
<b>Overview</b>	<b>12</b>
<b>AASW Practice Standards 2003</b>	<b>13</b>
<b>Overseas Placements</b>	<b>13</b>
<b>Melbourne Students</b>	<b>14</b>
<b>Rural and Interstate Students</b>	<b>14</b>
<b>BSW Singapore Students</b>	<b>14</b>
<b>Social Work Programs at Monash University</b>	<b>15</b>
Master of Social Work (Qualifying) MSW (Q)	15
Bachelor of Social Work (BSW)	15
Bachelor of Arts / Bachelor of Social Work (BA/BSW) double degree	15
Bachelor of Health Science / Bachelor of Social Work (BHSc/BSW)	16
<b>CHAPTER 1 SUPERVISED PROFESSIONAL PRACTICE</b>	<b>17</b>
Principles guiding Supervised Professional Practice	17
Learning Objectives	18
University expectations for Placements	21
First Placement expectations	21
Final Placement expectations	21
Practice Standards for Social Workers 2003	23
AASW Australian Social Work Education and Accreditation Standards	24

<b>CHAPTER 2 PRE PLACEMENT REQUIREMENTS</b>	<b>25</b>
<b>Pre-requisites</b>	<b>25</b>
Master of Social Work (Qualifying) Pre-requisites for Placement	25
Bachelor of Social Work Pre-requisites for Placement	25
<b>Hours required</b>	<b>25</b>
<b>Timing and Duration of Placement</b>	<b>26</b>
<b>Placement Dates</b>	<b>26</b>
<b>Sick leave during Placement</b>	<b>26</b>
<b>STUDENT PRE PLACEMENT CHECKLIST</b>	<b>28</b>
<b>Pre-Placement requirements</b>	<b>29</b>
NATIONAL POLICE CHECKS	29
WORKING WITH CHILDREN CHECK	29
<b>The Allocation Process</b>	<b>29</b>
Apply for a National Police Check and WWC Check	30
Student Placement Preference Form	30
Allocation	31
The Interview	31
Proposed Fieldwork Placement Form	32
Placement Consent Form	32
Letter of Confirmation	32
<b>Communication with the Department of Social Work and Lodging Forms</b>	<b>33</b>
Student e-mail	33
Mailing address	33
<b>Monash University Department of Department of Social Work</b>	<b>33</b>
<b>Credit and recognition of prior learning (RPL)</b>	<b>34</b>
Credit	34
Recognition of Prior Learning (RPL)	34
<b>Can I organise my own Placement?</b>	<b>34</b>
<b>Work-based Placement</b>	<b>35</b>
<b>Supervision</b>	<b>36</b>
<b>Working within agency policy</b>	<b>36</b>
<b>Placement priorities and time lost through illness</b>	<b>37</b>
<b>Insurance</b>	<b>37</b>
<b>Use of private vehicles for course activities</b>	<b>37</b>

Risk Management _____	37
Ethical Responsibilities _____	38
Representation whilst on Placement _____	38
<b>CHAPTER 3 THE PLACEMENT _____</b>	<b>39</b>
Timelines for your diary _____	39
<b>STUDENT PLACEMENT CHECKLIST _____</b>	<b>40</b>
Responsibilities associated with students on Placement _____	41
Responsibilities of field educators/supervisors _____	41
Responsibilities of Students _____	42
Responsibilities of University Fieldwork Liaison Staff _____	43
Liaison and Liaison Visits _____	44
Learning Agreement and Assessment Report (LAAR) _____	45
<b>Assessment requirements for both Placements _____</b>	<b>45</b>
Assessment 1: Mid Placement student presentation _____	45
Assessment 2: Critical Learning Analysis _____	46
Assessment 3: Case Study _____	46
<b>Integration Days at University _____</b>	<b>46</b>
<b>Difficulties experienced on Placement _____</b>	<b>47</b>
Who is aware of the problem? _____	47
Have you communicated about the problem? _____	47
The field educator and the student need to work out a resolution to the problem _____	48
When is it time to inform the University of the problem? _____	48
What are the circumstances in which a Placement is terminated? _____	48
What happens to a student who is withdrawn from Placement? _____	49
Receiving a fail and appeals/complaints process _____	50
<b>STUDENT PLACEMENT CHECKLIST _____</b>	<b>51</b>
<b>GLOSSARY _____</b>	<b>52</b>



## DEPARTMENT OF SOCIAL WORK STAFF

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### HEAD OF DEPARTMENT OF SOCIAL WORK AT MONASH

**Professor Margaret Alston**, B.Soc. Stud (Syd), Dip. Comp. Applic. (RMIHE), M. Litt (UNE), PhD (UNSW) assumed duties as Head of Department in July 2008. Prior to commencing at Monash she was Professor of Social Work and Human Services and Director of the Centre for Rural Social Research (a subprogram of the Institute of Land, Water and Society) at Charles Sturt University. She is also an Honorary Professor at the University of Sydney. She has served on a number of Boards including the Foundation for Australian Agricultural Women, Family Services Council, Family and Community Services Department in Canberra and the National Women's Advisory Group overseeing the Rural Women's Policy Unit in the Department of Primary Industries and Energy. In 2008 Professor Alston was appointed to the Australian delegation attending the Commission for the Status of Women meeting in New York. In 2009, 2007 and 2003 she has spent time as a visiting expert in the Gender Division of the United Nations Food and Agricultural Organisation in Rome. She has also acted as a gender expert for UN-Habitat in Kenya in 2009. She has published widely in the field of rural gender and rural social issues. She has been a keynote speaker at a number of national and international conferences over the last several years and is sought out for media commentary on the rural social condition, and on climate change and gender issues.

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### HEAD OF DEPARTMENT

Professor Margaret Alston

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### FIELDWORK

Lesley-Caron Veater, Manager, Fieldwork Programs

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Emma Fudim      Administrative Assistant (Fieldwork Programs)

Natalie Melder      Administrative Assistant (Enrolments & Reception)

Kathy Noble      Personal Assistant to Head of Department

Pat Sykes      Senior Administrative Officer

For information on our academics, their areas of research and expertise, please refer to the social work department website

<http://www.med.monash.edu.au/socialwork/staff/>

## Master of Social Work (Qualifying) Course Outline

Full time pathway over 2 years

Year	Semester 1	Points	Semester 2	Points
1	SWM5100 Social Work: Leading Sustainable Change	6	SWM5103 Supervised Professional Practice 1 (500 hours)  <i>Pre-requisites:</i> SWM5102, SWM5100, SWM5101	12
	SWM5101 Human Rights, Law and Ethics Contexts for Social Work Practice	6		
	SWM5102 Critical Social Work 1: Individuals and Families - context and practice	12	SWM5104 Critical Social Work 2: Frameworks for Practice in Health and Mental Health  <i>Pre-requisite:</i> SWM5102	12
2	SWM5105 Social Work Practice and Research	6	SWM5108 Supervised Professional Practice 2 (500 hours)  <i>Pre-requisites:</i> SWM5103, SWM5104, SWM5105	12
	SWM5106 Critical Social Work 3: Community Engagement Group Project  <i>Pre-requisite:</i> SWM5104	6	SWM5109 Critical Social Work 4: Social Policy, Social Change and Community Practice  <i>Pre-requisite:</i> SWM5106	6
	SWM5107 Social Work Specialist Field Elective	12	SWM5110 Leadership in Social Work and Human Services	6
		48		48
			<b>Credit point total</b>	<b>96</b>

## Bachelor of Social Work Course Outline

### Full time pathway over 2 years

#### Year one

Semester 1	Semester 2
SWK3220 Social Work in Society	SWK3260 Social Policy & Social Justice I
SWK3240 Working With Individuals: Theory And Practice	SWK3120 Working With Families & Groups: Theory And Practice <i>Pre-requisite: SWK3240</i>
SWK3250 Social Work Perspectives on Human Development I	SWK 3180 Fieldwork Skills And Practicum I <i>Pre-requisite: SWK3240, SWK3220, SWK3250</i> *(Compulsory)
SWK3230 Social Work Research I	

#### Year two

Semester 1	Semester 2
SWK4410 Community Work: Theory & Practice	SWK4460 Critical Reflective Practice <i>Pre-requisite: SWK4410</i>
SWK4420 Health & Mental Health	SWK4450 Social Policy & Social Justice II <i>Pre-requisite: SWK3260</i>
SWK4430 Cross-Cultural Social Work: Theory & Practice	SWK4560 Fieldwork Skills & Practicum II <i>Pre-requisite: SWK4430</i> *(Compulsory)
SWK4440 Social Work Management: Theory & Practice	

## INTRODUCTION

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### VISION

“Leading socially just and sustainable change”

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### MISSION

“Through education, research and policy activism, Monash Social Work will deliver resources, knowledge and influence to develop the capacity of people and their communities to embrace diversity and advance social justice, human rights and sustainability in local, national and global contexts.”

## Welcome and Introduction to Supervised Professional Practice (Fieldwork)

Welcome to Supervised Professional Practice (Fieldwork).

In 2010 Monash University introduced the Master of Social Work (Qualifying) known as MSW (Q) and continues to teach the Bachelor of Social Work (BSW) through on campus and distance education modes as well as in the off shore program in Singapore. This includes the two popular double degrees Bachelor of Health Science/Bachelor of Social Work (BHS/BSW) and Bachelor of Arts/Bachelor of Social Work (BA/BSW).

With the introduction of the new MSW (Q), Supervised Professional Practice is the new term used to describe the fieldwork placement component of the course.

The aims and objectives of the placements are the same for both the MSW (Q) and all BSW programs. Each student is required to undertake two placements whilst undertaking MSW (Q) or the BSW.

Placements are completed in the second half of the calendar year.

The **first placement** is referred to as SWM 5103 Supervised Professional Practice I (MSW (Q)) and SWK3180 Fieldwork (BSW). These subjects have the same objectives and outcomes.

The **final placement** is referred to as SWM5108 Supervised Professional Practice II (MSW (Q)) or SWK4560 Fieldwork (BSW). These subjects have the same objectives and outcomes.

To simplify the language reference will be made as follows:

“First Placement” SWM5103 and SWK3180

“Final Placement” SWM5108 and SWK4560

Placements are completed in the second half of the calendar year.

## PROFESSIONAL (FIELDWORK) PRACTICE ENQUIRIES

Students are provided with placement planning information via email early in the year of placement.

All administrative enquires related to placement including lodging forms should be forwarded to Emma Fudim on 9903 4321 or e-mail [emma.fudim@monash.edu.au](mailto:emma.fudim@monash.edu.au)

All students need to liaise with the Manager, Fieldwork Programs, Lesley Veater, ph: 9903 1137, email [lesley.veater@monash.edu](mailto:lesley.veater@monash.edu)

## OVERVIEW

Monash University Social Work Department has extensive links with practitioners in the field as well as partnerships with organisations.

Our strong links with human service organisations mean we can offer students placements across a variety of sectors including:

- Aged Care
- Community Work
- Disability
- Alcohol and Other Drugs
- Education
- Families and Children
- Health
- Mental Health
- Migrants and Refugees
- Policy
- Research
- Women
- Child Protection

Monash Social Work has partnership arrangements with the following organisations for Melbourne based students:

- Monash Medical Centre
- Peninsula Health
- Centrelink Southern Region
- South Eastern Region Migrant Resource Centre
- New Hope Refugee and Migrant Centre
- YSAS Dandenong
- Peter James Centre
- Oz Child

#### AASW PRACTICE STANDARDS 2003

Supervised professional practice is guided by the [Australian Association of Social Workers \(AASW\) Practice Standards](#) and the [AASW Accreditation Standards](#) which can be found at <http://www.aasw.asn.au/publications/forms-resources>

#### OVERSEAS PLACEMENTS

Monash Social Work offers students the opportunity to undertake their final placement overseas. Students will have an opportunity to undertake placements in Johannesburg, South Africa in 2011. Monash University, in partnership with La Trobe and RMIT, offers students the opportunity to undertake placements in India or the Philippines. Other countries may be an option however a supervisor/field educator and liaison person with comparable AASW qualifications is required.

Overseas placement opportunities are only available to final year students undertaking SWM5108 or SWK4560.

Field educators overseas must have at least 2 years' experience and be eligible for membership of either the professional Social Work association in the country where the placement is undertaken, or the Australian Association of Social Workers (AASW).

Early planning for overseas placements is vital and students are encouraged to contact Marija Dragic on (03) 9903 1118 or e-mail [marija.dragic@med.monash.edu.au](mailto:marija.dragic@med.monash.edu.au) before the end of the year prior to placement.

## MELBOURNE STUDENTS

An electronic placement allocation process is used to match students for Melbourne based professional (fieldwork) practice placements. The system matches student preferences with placement offers. Students are then notified and prepare for interviews.

## RURAL AND INTERSTATE STUDENTS

Students in rural, regional and interstate locations provide contact details for human service agencies or placement opportunities with preferences in their placement planning paperwork.

These are then discussed with students and followed up by the fieldwork programs manager.

Students may not arrange interviews for professional practice without university approval.

## BSW SINGAPORE STUDENTS

Students in the BSW Singapore program must liaise with the fieldwork coordinator located at SSTI for all queries relating to fieldwork. They may also liaise with Dr. Kerry Brydon, the Monash University coordinator, as required, (see staff contact details page 1), but must also advise the SSTI coordinator.

### Master of Social Work (Qualifying) MSW (Q)

The MSW (Qualifying) will provide a professional Social Work qualification for graduates who enter the course with an undergraduate degree. The academic program builds on prior knowledge and skill, and facilitates the development of Social Work expertise through the integration of theory and practice, both in the classroom and in the field. Successful completion of the degree will meet eligibility requirements for membership of the professional body, the Australian Association of Social Workers (AASW).

The MSW (Qualifying) is a 96 credit point degree, completed over two years of full-time study or the equivalent period of part-time study. It will be available to both on-campus and off-campus students. The curriculum meets AASW requirements and builds on Monash Social Work areas of strength, especially in gender studies, sustainability, child wellbeing and health. The degree includes considerable emphasis on community and field engagement and leadership, including two professional (fieldwork) practice placements (1000 hours) and opportunities to work with organisations to complete projects and research.

Further information on the Master of Social Work Qualifying is available from the Monash University website

<http://www.med.monash.edu.au/socialwork/postgraduate/mswq.html>

### Bachelor of Social Work (BSW)

The BSW On-Campus course builds on a minimum of 2 years of prerequisite study at a University or other appropriate tertiary institution. Class work and supervised professional (fieldwork) practice extend over 2 calendar years and are undertaken on a full-time basis. Professional practice placements take place in two blocks of 70 days each.

The BSW Singapore is consistent with the program offered to the Australian on campus students and is accredited by both the AASW and SASW.

### Bachelor of Arts / Bachelor of Social Work (BA/BSW) double degree

In the first year, students undertake the usual first year of an Arts degree. However, they must include studies on the study of the individual (e.g. psychology, behavioural studies) and the study of society (e.g. sociology, history). In the second year, students undertake some introductory Social Work units including Social Work in

Society, Human Development and Social Policy and Social Justice, and continue with the Arts sub-majors. In the third year, the focus is more on Social Work and includes Social Work supervised professional (fieldwork) practice. Students are however, able to complete their Arts major in this year. The fourth year is exclusively Social Work. At the completion of the course, students will have undertaken all of the same units which have been undertaken by the two year accelerated BSW students. Students completing the BA/BSW course will be approved and accredited by the Australian Association of Social Workers (AASW).

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#### Bachelor of Health Science / Bachelor of Social Work (BHSc/BSW)

The BHSc/BSW is a dual track degree intended to prepared graduates for careers in health and community development, health promotion and Social Work. The course provides students who are interested in a career in Social Work with an overview of health concepts and the health and social care system in which they will be practicing.

In the first year of the course, students undertake the first year of the BHSc program, wherein they cover a broad range of introductory concepts about health and social care. In the second year, students continue with their health science major sequence in health promotion and community capacity building and commence their introductory Social Work units. Third year represents a shift in emphasis, with students finishing off their health science major and focus more on Social Work, including their first supervised professional (fieldwork) practice. The fourth year is exclusively 4th year Social Work units. All units are compulsory.

The BHSc/BSW is approved and accredited by the AASW.

The Department of Social Work at Monash has a well-developed supervised professional practice program servicing students undertaking undergraduate Social Work degrees. This foundation will be built on to provide high quality supervised professional practice components in the MSW (Q).

Supervised Professional Practice is a structured educational program which provides students with the opportunity to undertake two 14 week field education placements. The placement is undertaken in an organisational or community setting under the supervision of a professional and experienced Social Worker.

The purpose of SPP is to enable students to operationalise the professional Social Work role. In doing so, students are expected to be able to conceptualise, articulate and explain the progress they are making in relation to their development of a professional Social Work identity. Placements provide students with an opportunity to reflect on and apply theory that they learn at University to practice under the supervision of a Social Worker.

#### PRINCIPLES GUIDING SUPERVISED PROFESSIONAL PRACTICE

- Supervised Professional Practice is supported by and grounded in Social Work theory
- Students will accept major responsibility for their own learning and will avail themselves of the opportunities to learn within their practice setting
- Students become experiential learners with the ability to critically reflect on their practice
- Practice will be in accordance with the Practice Standards for Social Workers (AASW 2003)

### **First placement**

SWM5103 and SWK3180 are the first Supervised Professional Practice units. It is expected that students will develop their understanding of the context of practice, identify relevant Social Work knowledge and practise Social Work skills at a beginning level.

### **Final Placement**

SWM5108 and SWK4560 are the final opportunities for Supervised Professional Practice before qualifying as Social Workers. The expectation is that students will refine, expand and consolidate the competency that they achieved in their first placement and that by completion of final placement will be able to practise as an independent, responsible and reflective Social Work practitioner.

**At successful completion of Supervised Professional Practice SWM5103 & SWM5108 and SWK3180 &SWK4560 students will be able to:**

<b>SWM5103 and SWK3180</b> <b>First Placement</b>	<b>SWM5108 and SWK4560</b> <b>Final Placement</b>
<p><b>1.</b> Develop an understanding of and articulate relevant Social Work theory and how it can be integrated in effective direct service delivery</p>	<p>Demonstrate an understanding of how Social Work theory and practice can be integrated in one or more of the following Social Work settings: Direct service, Policy and Research, Community work, Clinical and Statutory service delivery settings</p>
<p><b>2.</b> Demonstrate an ability to interpret professional Social Work ethics and familiarity with the AASW Code of Ethics</p>	<p>Demonstrate an ability to practice in accordance with professional Social Work ethics and familiarity with the AASW Code of Ethics</p>
<p><b>3.</b> Demonstrate beginning Social Work practice skills and values. Explore and articulate professional Social Work attributes including an understanding of the nature of professional roles and responsibilities</p>	<p>Demonstrate professional Social Work practice skills, values and attributes including an understanding of the nature of professional roles and responsibilities</p>
<p><b>4.</b> Articulate and explore personal values and conflicts in Social Work settings</p>	<p>Demonstrate an ability to identify and manage value conflicts in Social Work settings</p>
<p><b>5.</b> Articulate an awareness of a range of Social Work intervention strategies applicable to work with individuals, families and communities</p>	<p>Demonstrate an understanding of a range of Social Work intervention strategies applicable to work with individuals, families and communities</p>

	Demonstrate an ability to carry out a piece of research and articulate its relevance to Social Work practice
<b>6.</b> Demonstrate an understanding of multi-dimensional assessment and plan appropriate intervention, including evaluation of outcomes, for a range of individual, family and community problems	Demonstrate an ability to assess and plan appropriate intervention, including evaluation of outcomes, for a range of individual, family and community problems
<b>7.</b> Develop an understanding of the principles and purpose of Social Work supervision and its effectiveness in Social Work practice	Demonstrate an ability to appropriately and effectively utilise professional supervision to explore professional practice and to enhance competence and professional identity
<b>8.</b> Develop an understanding of critical and reflective Social Work practice.	Demonstrate an ability and commitment to critical and reflective Social Work practice
<b>9.</b> Demonstrate an understanding of the nature of working in an organisational context and professional behaviour that is consistent with organisational aims, policies and objectives	Demonstrate an understanding of the nature and complexities of working in an organisational context and the broader political and social context of human service organisations
<b>10.</b> Develop and understanding of the AASW Practice Standards and how they relate to Social Work practice. Singapore students refer to the SASW Standards.	Demonstrate competence in meeting the AASW Practice Standards in Social Work practice

## UNIVERSITY EXPECTATIONS FOR PLACEMENTS

The Monash University Department of Social Work aims to develop a generalist Social Worker. The generalist Social Worker should be equipped to:

- (a) Assess social situations
- (b) Plan and explain rationale for interventions
- (c) Evaluate the process and outcome of interventions using a flexible holistic approach

The learning areas, goals and tasks of the supervised professional practice placement, for the student, must be planned in such a way that the above learning expectations are able to be met, that is, they should be described as specific tasks to be accomplished. This is done by means of the Learning Agreement and Assessment Report (LAAR), which guides the field educator and student through the placement and final evaluation.

## FIRST PLACEMENT EXPECTATIONS

As this is the first professional placement experience for all students, students must be allowed considerable time orientating themselves to the agency. In this task the student will look to the field educator/supervisor for guidance. Familiarisation with the staff and functions of the agency, with policy and procedures, and with the network of other agencies in the region, are some areas of orientation applicable to almost all Social Work agencies. It is possible that up to 10 working days could be spent in an orientation/observation phase of the placement.

Over time, the student should gradually be introduced to becoming a functioning member of the agency, and fully involved in its operations, although at all stages the student is likely to need assistance in taking on new tasks and understanding their relevance to Social Work.

## FINAL PLACEMENT EXPECTATIONS

The final professional practice placement is the students' final opportunity for supervised fieldwork experience before qualifying as Social Workers. At this stage they are near the completion of their academic studies.

Students are expected, through the use of a Learning and Assessment Report (LAAR), to consider their learning needs, their strengths and the areas of professional development they wish to concentrate upon.

They should be helped towards becoming self-reliant and encouraged to use their own knowledge and skills in supervision to a greater extent than they have done in the past.

The expectations in relation to final placement consist of refining, expanding and consolidating the competency achieved in their first placement, and guiding the Social Work student towards being a responsible, independently functioning Social Worker.

## PRACTICE STANDARDS FOR SOCIAL WORKERS 2003

The Australian Association of Social Workers (AASW) has developed practice standards which reflect and encourage the profession's commitment to innovative practice and ongoing professional development and improvement.

Monash University Social Work Department is committed to ensuring that students and field educators can map the AASW practice standards against the experiential learning opportunities offered to Monash University students during placements, and to articulate how the students' field education experiences relate to those practice standards.

All students and field educators should read the practice standards, which form the basis of the students' learning agreement and assessment.

The Practice Standards can be found at: <http://www.aasw.asn.au/document/item/16>

### **The Aim of the Standards is to Provide:**

- a guide to practice
- a measure of accountability for members
- a basis for the standardisation of practice across Australia
- a basis for quality guarantee, expectations and accountability for clients, employers and other professionals
- a benchmark for the assessment of practice
- a guide for planning ongoing professional development

### **Practice Standards for Main Areas of Social Work Practice:**

The practice standards encompass the main areas of Social Work practice as follows:

1. Direct Practice
2. Service Management
3. Organisational Development and System Change
4. Policy
5. Research
6. Education and Professional Development.

*Practice Standards for Social Workers: Achieving Outcomes (AASW 2003)*

<http://www.aasw.asn.au/document/item/16>

## AASW AUSTRALIAN SOCIAL WORK EDUCATION AND ACCREDITATION STANDARDS

As an AASW accredited course Monash Social Work meets the 'AASW Australian Social Work Education and Accreditation Standards'. As a leading Social Work course, Monash University may set standards above the minimum requirements of the AASW as the professional body.

**PRE-REQUISITES**

You will be required to pass the following subjects to be eligible to undertake placement.

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**MASTER OF SOCIAL WORK (QUALIFYING) PRE-REQUISITES FOR PLACEMENT**

Pre-requisites to undertake SWM5103 include: SWM5100, SWM5101 and SWM5102

Pre-requisites to undertake SWM5108 include: SWM5103, SWM5104 and SWM5105

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**BACHELOR OF SOCIAL WORK PRE-REQUISITES FOR PLACEMENT**

Pre-requisites to undertake SWK3180 include: SWK3240, SWK3220 and SWK3250

Pre-requisites to undertake SWK4560 include: SWK4430

**HOURS REQUIRED**

The professional practice component for the MSW (Q) and the BSW comprise two supervised professional practice placements. In the MSW (Q) supervised professional practice is completed in each of the two years. In the BSW supervised professional practice is completed in year 3 (first placement) and in year 4 (final placement). The equivalent arrangements exist for part-time students. Students will be required to complete a total of 1000 hours of supervised practice, skills development and integration of theory and practice. Placements will be designed to ensure that, as far as possible, students experience two different agency settings and two different fields of practice. One placement must have a focus on direct practice, and there is a practice research requirement (20% of placement time) in the final placement.

MSW (Q) students undertake an additional 20 hours which may be comprised of teaching or other practice learning opportunities.

## TIMING AND DURATION OF PLACEMENT

Each supervised professional practice placement is a minimum of 70 working days duration under the supervision of a qualified Social Worker with at least two years Social Work experience. This is equivalent to 14 weeks of full time placement.

Students undertaking the course on campus are required to undertake their placements full time.

Students studying off campus only can negotiate to undertake a part time placement (with a minimum of three days per week).

Students in the BSW Singapore may undertake their placements on either a full or part time basis for a total of 1000 hours (500 hours per placement). If choosing part time students must be able to commit to a minimum of three days per week.

Placements are taken in the second part of the year, during semester two.

Placements must be continuous, that is, you cannot take a break during the placement.

## PLACEMENT DATES

SWK3180 and SWM5108                      June to September

SWK4560 and SWM5103                      September to December

Off campus students are strongly encouraged to undertake their professional practice placements during the above times to maintain consistency.

Monash University has strong links with field educators in Melbourne as well as organisations in rural and interstate Australia. Organisations offering placements do so on the understanding that placements are completed during the second part of the year.

## SICK LEAVE DURING PLACEMENT

Students are entitled to no **more than three days** of sick leave (with a medical certificate) during placement. The student has a responsibility to:

- (a) Immediately notify his/her field teacher (supervisor).
- (b) Inform his/her liaison person during the mid placement meeting.

- (c) Consult with the liaison person if days lost through illness or other unavoidable matters will exceed 3 days.

Students are required to make up days if they are away from placement for more than 3 days. This needs to be negotiated with the field educator (supervisor). Refer page 29 for more information.

## STUDENT PRE PLACEMENT CHECKLIST

Please ensure that the following forms have been completed and lodged with the Department of Social Work – fieldwork administrative staff **BEFORE** your start your placement.

<b>Forms completed and lodged BEFORE starting Placement</b>	<b>YES</b>	<b>NO</b>
Placement Preference Form		
National Police Check		
National Police Check Verification		
Working with Children Check (if required)		
Working with Children Check Verification (if required)		
Proposed Fieldwork Placement Form		
Fieldwork Consent Form		
Student has received a Confirmation from the university		

## PRE-PLACEMENT REQUIREMENTS

Students are required to undertake a National Police Check and Working with Children Check at the beginning of the year. SSTI arranges security checks for students in the Singapore program.

**A student cannot commence placement without a valid police check.**

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## NATIONAL POLICE CHECKS

Students should apply for police checks at the beginning of semester one.

National Police Checks, (NPC), are mandatory and need to be renewed annually.

Up to date information about the student concession fee for a NPC can be found at the Victoria Police website. The University has an arrangement with Victoria Police to handle applications for all our students' National Police Checks.

National Police Check applications: <http://www.med.monash.edu.au/current/police-checks.html>

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## WORKING WITH CHILDREN CHECK

The Victorian Department of Justice policy is that all students undertaking a professional practice placement that involves working with children must obtain a WWCC. It is the student's responsibility to obtain this check prior to undertaking a professional practice placement involving children. All students are advised to check their agency and state government requirements regarding WWCC and contact the relevant Justice Department website in your state for details.

This requirement does not apply to students in the BSW Singapore.

## THE ALLOCATION PROCESS

The following is a step by step description of the placement allocation process.

Please read carefully and follow all instructions.

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## APPLY FOR A NATIONAL POLICE CHECK AND WWC CHECK

Once you receive your NPC and WWCC (if required), you will need to bring or send in the original document together with a completed Verification Form and have these signed at the Department of Social Work. These forms are available at:

<http://www.med.monash.edu.au/current/docs/police-check-verification-form.pdf>

<http://www.med.monash.edu.au/current/docs/wwc-check-verification-form.pdf>

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## STUDENT PLACEMENT PREFERENCE FORM

The online Student Placement Preference Form is designed to collect information about your personal circumstances and preferred fields of practice for placement for logging in to the online placement allocation system. The information that you log in to this form will be used for the allocation process for Melbourne based students and the placement sourcing process for those students at a distance.

An allocation process will then be run within the system for Melbourne based students, who will be notified by fieldwork administrative staff and provided with contact details for their placement interview.

Students should be aware that first placement preference options cannot be guaranteed please be sure you are equally content to receive your second or third preference option for placement.

The fieldwork programs manager, Lesley Veater, will approve all Melbourne placement allocations.

The fieldwork programs manager will allocate rural and interstate placements according to student learning needs and availability of placements and will contact you by telephone or e-mail to discuss any aspect of placement planning. **Please check your student e-mail on a daily basis.**

All students, including SSTI Singapore, are required to submit final preferences by the second Friday in March, i.e. Friday 11<sup>th</sup> March, 2011. BSW Singapore students submit their forms to the SSTI fieldwork coordinator.

Enquiries about providing your placement planning information or logging in to the online placement allocation system should be directed to the fieldwork administrative assistant, Emma Fudim, phone 03 9903 4321 [Emma.Fudim@monash.edu.au](mailto:Emma.Fudim@monash.edu.au)

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## ALLOCATION

Once fieldwork staff have finalised placement allocations (this process may take 6– 8 weeks), Melbourne based students will be sent an e-mail with details of the name of the allocated agency, contact person (this may be the supervisor or manager) and telephone number at the agency.

The e-mail will request that students contact the agency to arrange a suitable time for an interview.

The agency supervisor or manager will also be emailed with the name of the student they have been allocated, including the student's telephone number and e-mail. This information is provided to facilitate communication between the student and agency.

Students undertaking SWK3180 and SWM5180 will be allocated to placements between April and June.

Students undertaking SWK4560 and SWM5130 will be allocated to placements July and September.

This will provide sufficient time to organise interviews and complete all the required documentation.

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## THE INTERVIEW

The purpose of the interview is for the supervisor/field educator and the student to meet prior to the commencement of placement. It provides an opportunity to discuss the learning needs of the student and learning opportunities provided by the agency. Students should prepare themselves well for the interview, as you might for a paid professional role:

- Find out about the agency and the community via their website
- Read their annual report
- Prepare and bring a brief Curriculum Vitae with you to the interview
- Bring a copy of your NPC and WWCC (if required)
- Read the Learning Agreement and Assessment Report and think about what learning goals you may have
- Think about your 'strengths'. If you're not sure, ask your best friend!

- Plan ahead and be early for your interview. Ensure that you know where you will park, or where the closest public transport stop is. Use [whereis.com/](http://whereis.com/) Arrive at least 10 minutes early.
- Take a copy of the 'Proposed Fieldwork Placement Form'. This form is the agreement between the organisation and you and provides details of the placement offer. Ask the supervisor/field educator to fill in this form at the end of your interview. If the agency tells you that they will get back to you, do not be concerned, this happens in 50% of cases.

If for some reason it is decided at interview that the placement will not go ahead, the agency will usually contact the fieldwork coordinator directly. We will then contact you to discuss other options.

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#### PROPOSED FIELDWORK PLACEMENT FORM

Send or fax the completed and signed Proposed Fieldwork Placement Form in to the university without delay, to Emma Fudim, fieldwork administrative office, fax 03 9903 4321

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#### PLACEMENT CONSENT FORM

Please read and fill in the Placement Consent Form

Send or fax the Placement Consent Form to Emma Fudim, fieldwork administrative office, fax 03 9903 4321

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#### LETTER OF CONFIRMATION

You and the agency will receive formal confirmation of placement. Notification will also state who your University liaison person will be. The University liaison person will contact you within the first 2 – 4 weeks of placement, provide feedback on your learning agreement, undertake a liaison visit around day 35 of placement and contact you again close to the end of your Placement to arrange for assessment of your written work.

Please refer to page 39 for a full description of responsibilities of the University liaison person and purpose of the mid placement Liaison visit.

## COMMUNICATION WITH THE DEPARTMENT OF SOCIAL WORK AND LODGING FORMS

### STUDENT E-MAIL

When communicating with the Department via e-mail, please note that staff are required to use student e-mail only and cannot use your personal or work e-mail address.

The Department will require you to lodge some documents electronically. This will be clearly marked on the form.

### MAILING ADDRESS

The Department requires original documents to be lodged. These are put on your fieldwork file.

Please address all mail to Emma Fudim. Singapore students, please address June Sew.

<b>Emma Fudim</b> Fieldwork Administrative Assistant <a href="mailto:Emma.Fudim@monash.edu.au">Emma.Fudim@monash.edu.au</a>  Monash University Department of Social Work PO Box 197 Caulfield East Vic 3145	TEL: 03 3 9903 4321 FAX: 03 9903 1141
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<b>Wendy Chan</b> Training Manager, Fieldwork (Singapore) <a href="mailto:Wendy_chan@ncss.gov.sg">Wendy_chan@ncss.gov.sg</a>  Social Service Training Institute 170 Ghim moh Road #01-02 Singapore 279621	TEL: 6210 6673 FAX: 6463 1078
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## CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL)

### CREDIT

The University grants credit for previous learning where this is assessed as **equivalent** to Monash University study. Credit is where a student is assessed and considered previously to have completed the equivalent of a unit or a proportion of a course through formal study (see Credit transfer), other study, work or life-experience (see Recognition of Prior Learning). They may receive credit for that unit or proportion, and the course requirements may be correspondingly reduced.

### RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

To apply for Credit or RPL, you must contact the Course Coordinator directly. See page 1 for staff contact details.

MSW (Q) On Campus: Dr Bernadette Saunders

MSW (Q) Rural and Interstate: Dr Robyn Mason

BSW On Campus: Dr Philip Mendes

BSW Rural and Interstate: Ms Grace Brown

BSW Singapore Dr Kerry Brydon

### CAN I ORGANISE MY OWN PLACEMENT?

No, students (including SSTI Singapore) may **not** organise placements directly themselves. Protocols exist among the six schools of Social Work in Melbourne that is, the Combined Schools of Social Work (CSSW) as well as agencies offering Social Work placements.

Melbourne based students should **not** contact agencies directly; discuss this with fieldwork staff first.

Fieldwork staff ensure that all placements meet the AASW standards and requirements. Staff will work closely with students planning for placements and welcome ideas and suggestions. Monash will utilise existing placements before negotiating with new organisations.

When lodging your placement preference form, regional, rural and interstate students will provide contact details for agencies or potential placement opportunities in their region.

## WORK-BASED PLACEMENT

As some students are employed or undertake voluntary work in the welfare sector, the Department of Social Work occasionally receives requests from students to do their placement in the agency where they currently work. In exceptional circumstances (that is, where no other options are viable and the Department of Social Work is convinced that the student's learning opportunities will not be jeopardised) the Department of Social Work will allow this provided that:

- ***During Placement the student has a reduced and protected workload***
- ***The student is allocated tasks different from those usually undertaken, preferably located away from their usual workspace***
- ***The student has a field educator who is a social worker who is not their usual supervisor***

Such requests should be supported by a letter from the employer outlining that the employer accepts the spirit of supervised (fieldwork) practice and that the above conditions can be met.

This needs to be approved by the Fieldwork Co-ordinator in writing.

### ***Exceptional circumstances:***

In 'exceptional circumstances' the student may undertake two professional practice placements in their place of employment. These circumstances may include instances of financial hardship, limited opportunities in small communities and remote localities. Approval is at the discretion of the Fieldwork Coordinator and Course Coordinator. Students will be advised of the outcome of their request within two weeks.

## SUPERVISION

Students will be supervised by a qualified and experienced social worker known as the field educator. Field educators are qualified social workers (eligible for full membership of the AASW) with a minimum of 2 years' full time practice experience, or its part time equivalent. Field educators must be able to provide a minimum of 1.5 hours of supervision per student (including formal and informal) for each five days of placement. This may be provided individually or in groups.

In some circumstances, if an organisation does not have a qualified social worker, they can appoint an experienced person in the organisation to be the day to day 'task supervisor'. In this case off site professional social work supervision will be arranged by the University. This must be approved, negotiated and arranged by the manager, fieldwork programs prior to commencement of the placement.

The aim of Social Work supervision is to:

- connect Social Work theory to practice
- discuss critical learning incidents related to Social Work practice
- encourage and facilitate critical reflection
- develop familiarity with the AASW Code of Ethics
- encourage the student's developing understanding of and adherence to AASW practice standards

## WORKING WITHIN AGENCY POLICY

All students are expected to adhere to the working conditions of the agency in which they are placed and to work the normal hours of the agency. This includes obtaining a medical certificate in the case of illness in accordance with the expectations of the organisation. Hours of work and time-in-lieu are negotiable within agency regulations, but the total number of hours worked for each professional practice placement must equal those required by the course. Students must also complete and sign the Consent Form when submitting the placement Proposal, thereby committing in writing that they will follow agency guidelines.

## PLACEMENT PRIORITIES AND TIME LOST THROUGH ILLNESS

When it is likely that a student will lose **more than three days** through illness or through another unavoidable cause, the student has a responsibility to:

- Immediately notify their field educator/supervisor
- Contact their University liaison person and explain how the time will be made up

Where placement days clash with conferences or meetings not related to the placement or to University requirements, the obligation to the placement must have priority.

## INSURANCE

Monash University has a Personal Accident Insurance Policy which provides capital, medical and loss of income benefits for all currently enrolled Monash University students. The policy covers all students (including those in the BSW Singapore), undertaking placement.

<http://www.med.monash.edu.au/socialwork/fieldwork/index.html>

## USE OF PRIVATE VEHICLES FOR COURSE ACTIVITIES

Monash University does not provide insurance for damage to private vehicles incurred in activities associated with placements. Students use their vehicles at their own risk. Monash University is not liable for damage to any vehicles while students are on placement.

Students must clarify with the agency the conditions governing the use of a private vehicle during placement, in such cases as transporting clients or colleagues.

It is the responsibility of each student to arrange adequate insurance protection for any damage arising out of the use of their private vehicle.

## RISK MANAGEMENT

All students are advised to discuss with their field educator/supervisor and agencies any occupational health and safety matters which may have been established and which are applicable to students. For example, most agencies have established

procedures for minimising potentially violent or dangerous situations for staff, and have policies with which students should become familiar.

## ETHICAL RESPONSIBILITIES

Students and field educators need to be aware that they are accountable to the AASW Code of Ethics for their actions during field placements. Field educators should refer to category 4.5.1 of the AASW Code (2002, p19) to clarify their specific ethical responsibilities.

## REPRESENTATION WHILST ON PLACEMENT

All students are required to disclose to clients and other agency partners that they are Social Work students. Students are not permitted to represent themselves as agency staff.

## TIMELINES FOR YOUR DIARY

Please refer to the Student Placement Checklist on the following page for a full list of documents and requirements prior to starting your placement.

	<b>DATE</b>
Start of placement and orientation	WEEK 1
Orientation	WEEK 2
Supervision arrangements discussed and confirmed	WEEK 2
Learning and Assessment Report (LAAR) is due to the University liaison person and a copy to the fieldwork office by day 15	DAY 15
University liaison person will contact student by telephone to arrange liaison visit and up date on placement. Student may contact the University liaison person to arrange the liaison visit.	WEEK 4
Mid Placement Review/Liaison visit. This review will include the student, field educator and University liaison person. If the student has a task supervisor they may also be invited to attend. Student Placement Presentation	WEEK 7 - 9
University liaison person will make telephone contact with student to discuss placement and written work	WEEK 11
Assessment due: Critical Learning Analysis and Case Study. All documents relating to placement need to be submitted electronically to the University liaison person and the Fieldwork Administrative Assistant, Emma Fudim.	WEEK 13
Placement finishes this week	WEEK 14

## STUDENT PLACEMENT CHECKLIST

Documentation required whilst undertaking Placement	YES	NO
Learning Agreement and Assessment Report (LAAR) by Day 15		
LAAR Mid Placement Report – Day 30		
Liaison Visit – Day 35		
Student mid Placement Presentation – Day 35		
Critical Learning Analysis – Day 65		
Case Study – Day 65		
LAAR Final Report – Day 65		
Letter of Completion from Fieldwork Office – post placement		

## RESPONSIBILITIES ASSOCIATED WITH STUDENTS ON PLACEMENT

When a student is on placement, the various parties involved in the placement assume mutual responsibilities. Those parties are the fieldwork educator/supervisor, University liaison staff and the student on placement.

## RESPONSIBILITIES OF FIELD EDUCATORS/SUPERVISORS

- Ensure that students understand the requirements of the agency in relation to such things as working hours, dress, methods of recording, filing and confidentiality
- Enable students to gain an understanding of the function, structure, purpose, service provision and statutory obligations of the agency. Enable students to gain an understanding of the community in which the agency is functioning
- Assist students to formalise their learning goals into the Learning Agreement and Assessment Report (LAAR)
- Assign appropriate tasks to students for practice experience both in the agency and the wider community; direct, support and encourage students in undertaking these tasks
- Hold regular weekly supervision sessions with students regarding their learning and practice experience and give clear feedback. The AASW stipulates that field educators must be able to provide a minimum of 1.5 hours of supervision per student (including formal and informal supervision) for each 5 days of placement. This may be provided individually or in groups
- The field educator is required to have direct knowledge of a student's practice experience. Observation, written and audio-visual material form the basis upon which the evaluation of the student's functioning can be provided to the student on a regular ongoing basis
- Keep a written record of supervision and evaluate with students their fieldwork performance at regular intervals and at the end of the placement (see appendices)
- Make themselves available for liaison visits with the student and the University fieldwork liaison staff to discuss the student's professional development

- Submit the LAAR in collaboration with students on their performance at the mid-point and the end of placement
- Field educators are required to rate student performance on placement. This now forms a part of the Learning Agreement and Assessment Report (LAAR). Most Universities in Victoria are using this as a common assessment tool
- Review one piece of formal written work: 1500 word Case Study (appendix attached). It should be noted on the student's final report that this piece of work has been assessed and considered satisfactory.
- Submit a recommendation as to whether students should pass or fail their placements. If a recommendation is likely to be made that a student will fail a placement, it is expected that this decision is communicated at the earliest possible point during the placement to ensure ample opportunity for intervention. A fail grade should not come as a surprise to students at the end of placement.

## RESPONSIBILITIES OF STUDENTS

The Department of Social Work emphasises the student's responsibility for their learning in the field and the student's responsibility to work within agency requirements. The student is expected to:

- Arrange a NPC and (if required) a WWCC, prior to starting placement. Please refer to National Police Check and WWCC procedures (see page 26)
- Investigate the learning opportunities available in the agency prior to the commencement of the placement. These are written and submitted to the Fieldwork Team via the Proposed Fieldwork Placement form. Students should read and sign Fieldwork Placement Consent form prior to starting placement
- Familiarise themselves with the requirements of the agency in relation to the performance of their student duties at the beginning of the placement
- Formalise these requirements into the Learning Agreement and Assessment Report (LAAR) and forward a copy to the University liaison person by at least day 15 of placement
- Facilitate opportunities for their own learning and professional development during the period of the placement

- Make themselves available for formal supervision meetings with their field educator and produce material for the field educator in the prescribed manner for critical consideration and discussion
- Make themselves available for evaluation meetings or teleconferences with the field educator and University liaison person, and prepare material for these as required
- Demonstrate appropriate attitudes; be open to learning and feedback
- Demonstrate professional behaviours in accordance with the AASW Code of Ethics and the Code of Conduct for Social Work Field Education (links in appendix attached)
- Organise the mid placement review liaison visit

#### RESPONSIBILITIES OF UNIVERSITY FIELDWORK LIAISON STAFF

- All liaison people will be appointed by the University
- Communicate to field educators and agencies the policies and objectives of the Department of Social Work regarding Social Work education and fieldwork practice
- Liaise with field educators and students during placement. This includes a minimum of one telephone call to the student during the first three weeks of placement, liaison visit around Day 35 of placement and another telephone contact close to the end of placement. In cases where the student cannot be contacted by telephone, e-mail contact is approved. Such liaison contact should take place as regularly as deemed necessary by the parties involved
- If additional support is required this should be sought from the manager, fieldwork programs in the first instance.
- Provide educational consultation and facilitate the learning process occurring on placements. In particular, the University liaison person should receive a copy of the student's Learning Agreement and Assessment Report by Day 15 of the placement and provide feedback to the student and field educator on its content

- Assist in the formative evaluation of the student's performance in conjunction with field educator and student. This will be done in the form of a liaison visit at Day 35 of placement. A written record of the liaison visit will be forwarded to the field educator, student and fieldwork administrative staff
- Provide support and liaison to the field educator and student, and assist in resolving any difficulties which may develop in the placement
- Recommend to the Department Fieldwork Coordinator a pass or fail grade for the placement

## LIAISON AND LIAISON VISITS

Liaison is conducted by both on-site visits and further contact (as required) either by phone or email. Students are encouraged to keep their liaison person informed about their progress and placement experiences. The purpose of liaison is to support and guide both the student and the field teacher/supervisor.

Visits aim to allow an open forum for discussion of feelings and issues, and to deal with or confront any difficulties which may arise. They also enable the placement to be monitored with feedback given in relation to the student's progress.

A liaison visit is a three-way discussion between field teacher, student and University fieldwork liaison person. All parties should aim to ensure that they are uninterrupted for approximately one hour for this liaison visit. A report is written on the visit and a copy is sent to the student.

Each student must have at least one liaison visit during the course of each placement. (This is the minimum required by the AASW). The liaison person will contact the student by telephone or email within the first 3 -4 weeks of placement and during the final weeks of placement.

Students will deliver Assessment 1 at the liaison visit. See the Mid Placement Student Presentation, appendix (G).

## LEARNING AGREEMENT AND ASSESSMENT REPORT (LAAR)

Monash University has adopted the Common Assessment Tool developed by the Combined Schools of Social Work. Monash University refers to this as the Learning Agreement and Assessment Report (LAAR). This document is the learning agreement and the mid and final assessment documents. (see appendices)

The AASW now requires that all Field Education curricula incorporate a development component, such as a rating scale, so that student progress against the practice standards and/or levels of achievement can be assessed and recorded.

## ASSESSMENT REQUIREMENTS FOR BOTH PLACEMENTS

- The student and field educator are required to complete the learning goals sections of the Learning Agreement and Assessment Report (LAAR) and forward a copy of it to the Department of Social Work (SSTI office for Singapore students), within 15 working days of the commencement of placement. The LAAR must be submitted electronically – 1 copy to the University liaison person and 1 copy to the appropriate fieldwork administrative staff.
- A review of the LAAR is to be completed by the mid placement point assessing the student's performance to date. The LAAR review must be submitted electronically – one copy to the University liaison person and one copy to the fieldwork administrative staff.

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## ASSESSMENT 1: MID PLACEMENT STUDENT PRESENTATION

During the mid placement review (Liaison Visit), the student is required to do a 20 minute presentation on progress of the placement. The Student Placement Presentation is appendix (G)

Students are required to complete two pieces of written work during the placement. The two pieces of work are to be submitted to the student's University liaison person 1 week prior to completion of placement. Work submitted later will result in a delay in the student passing the placement.

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## ASSESSMENT 2: CRITICAL LEARNING ANALYSIS

- A Critical Learning Analysis: 1500 words in length. This must be completed by all students. (appendix H)
- Students should not be obliged to discuss their critical incident report in supervision. However, some students may wish to do so, and critical learning analysis can be a particularly useful impetus to discussion about values, ethics, theory and practice.

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## ASSESSMENT 3: CASE STUDY

- A Case Study of 1500 words. (appendix I) There are three case studies to choose from depending on the type of placement the student is undertaking: direct service, research or social policy. The case study is to be read and signed off by the student's supervisor. When, in the opinion of the supervisor, the piece of work reaches a satisfactory standard it is submitted to the University contact person to be kept on the student's file.

The student and field educator are required to submit the Final LAAR one week prior to completion of placement.

## INTEGRATION DAYS AT UNIVERSITY

Students are required to attend two Integration Days at University as part of their placement. The purpose is to integrate social work theory into the placement experience and analyse social work Code of Ethics and Practice standards. This process will be facilitated by academic staff and skills tutors. Integration Days also provide students with an opportunity to come together with other students to debrief and share their placement experiences.

Students and supervisors will be informed of the dates prior to placement commencing.

Rural and Interstate students are not required to attend Integration Days.

## DIFFICULTIES EXPERIENCED ON PLACEMENT

Given the nature of Social Work education, it is important that both the student and field educator give some thought to the way in which they will handle any difficulties which may arise on placement.

These may be difficulties which arise from any of the following:

- Learning difficulties on the part of the student
- Differences in the way each party approaches supervision
- Difficulties in the agency which impact on the field educator and/or student
- Unexpected crises or periods of minimal activity in the agency
- Personal difficulties between field educator and student

This handbook will not provide an answer to every possible difficulty which may arise – the aim is to provide a framework to help *you* sort out the problem.

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### WHO IS AWARE OF THE PROBLEM?

- Are all the relevant parties (field educator, student, University liaison person and possibly the Fieldwork Manager or Coordinator) aware of the nature and extent of the difficulty?
- Have you identified and dealt with the emotional difficulties surrounding or accompanying the difficulty?

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### HAVE YOU COMMUNICATED ABOUT THE PROBLEM?

- Have you defined the problem together?
- Have you shared your feelings, fears and expectations?
- Have you identified differences in expectations?

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#### THE FIELD EDUCATOR AND THE STUDENT NEED TO WORK OUT A RESOLUTION TO THE PROBLEM

- Have you appreciated the other person's view of the difficulty?
- Are the parties involved willing to arrive at a position of consensus?
- Are the parties able to reach an agreement and implement it within a satisfactory time frame?

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#### WHEN IS IT TIME TO INFORM THE UNIVERSITY OF THE PROBLEM?

- Do you need an outside opinion?
- Are you having difficulty in identifying the nature of the problem?
- Is the problem one which you consider needs the intervention of the University (for example, are you considering termination, failure, change of supervisor, etc)?
- If the problem is not easily resolved then it is essential that the University liaison person is contacted.

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#### WHAT ARE THE CIRCUMSTANCES IN WHICH A PLACEMENT IS TERMINATED?

*The student must **not** withdraw him or herself from the placement without the written approval of the Department of Social Work. This will constitute a failure in the Supervised Professional Practice (fieldwork) unit.*

- Termination is considered if the field educator and the University liaison person believe that the student has consistently performed at an unsatisfactory level and when there appears to be no other resolution to the problem
- The field educator and/or student become too ill or have a personal crisis which means the placement is unable to continue. (If it is the field educator who becomes ill, the placement will be terminated only if there are no other suitable supervisory arrangements possible)

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## WHAT HAPPENS TO A STUDENT WHO IS WITHDRAWN FROM PLACEMENT?

When a placement is terminated, the University will discuss with the student their future placement options. A number of complex factors will be considered including the reasons for placement breakdown, the prior experience of the student, and the further learning needs of the student. Students seeking credit for days already completed need to be aware of the AASW regulations, which stipulate that no placement can be shorter than 40 days. Credit is not automatically granted.

In principle, termination of a placement will mean that a student must undertake another placement in full. Under certain circumstances beyond the student's control, for example, serious illness of the student or field teacher – alternative arrangements for completion of the placement may be made. Written consent is required by respective fieldwork coordinators. The University (in the form of the Examination Board or Undergraduate Committee) has the right to pass or fail a student in the Fieldwork unit. This assessment is based on the student's performance on placement.

University regulations state the Department of Social Work, through its Head and Examination Board, is responsible for determining whether a student has achieved a pass in fieldwork placement. Although it is the University's responsibility to pass or fail a student, the field educator has an important role in this process as they are in touch with the student throughout the placement and are in the best position to assess fieldwork performance. The process of assessment, therefore, involves the student, the field educator and the University through the University liaison person and is based on the student's performance, including the required written work.

Assessing the student's performance during placement is conducted through the Examination Board. The Examination Board consists of the:

- Fieldwork Coordinator
- Course Coordinator
- University Liaison Person

The Examination Board will require the student, field educator and University liaison person to submit a report outlining their assessment of the placement (within 2 weeks of termination of placement).

The Examination Board will decide whether the student be provided with another opportunity to undertake an alternative placement in that year or recommend a fail grade for placement.

In the event of a failed placement, the student is required to enrol again in the unit the following year to undertake another placement.

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## RECEIVING A FAIL AND APPEALS/COMPLAINTS PROCESS

The decision to fail a student is not an easy one to make.

Such a decision is arrived at after much discussion and analysis. The Department of Social Work through the Examination Board makes the final decision taking into account the agency's recommendations.

When a student receives a "Fail" for their supervised professional practice placement and/or is concerned about other aspects of their placement, they have the right to appeal to the Faculty of Medicine, Nursing and Health Sciences. The procedure is as follows:

- The student should attempt to resolve any complaints in an informal manner through discussion with the Head of Department, a member of the University Counselling Services, or any officer of the Monash University Student Union (eg Education/Student Rights Officer)
- When a complaint is not resolved informally, it may be referred by the student in writing to the Dean, who will then convene a Faculty Student Grievance Committee to investigate the complaint
- If the student is dissatisfied with the decision of the Faculty Grievance Committee, they can then appeal to a Grievance Appeal Panel, which re-hears the matter

Further details of Student Grievance Policies can be found on the Monash University website.

## STUDENT PLACEMENT CHECKLIST

Please ensure that the following have been completed and lodged with the Department of Social Work Fieldwork office.

<b>Forms completed and lodged PRIOR to placement commencement</b>	<b>YES</b>	<b>NO</b>
Placement Preference Form		
Police Check		
Police Check Verification		
Working with Children Check (if required)		
Working with Children Check Verification (if required)		
Proposed Fieldwork Placement Form		
Fieldwork Consent Form		
Student has received Letter of Confirmation from Fieldwork		
<b>Documentation required whilst undertaking Placement</b>	<b>YES</b>	<b>NO</b>
Learning Agreement and Assessment Report (LAAR) by Day 15		
LAAR Mid Placement Report – Day 30		
Mid Placement Liaison Visit – Day 35		
Student mid Placement Presentation – Day 35		
Critical Learning Analysis – Day 65		
Case Study – Day 65		
LAAR Final Report – Day 65		

## GLOSSARY

(Adapted from AASW Australian Social Work Education and Accreditation Standards)

It is acknowledged that there is a need for consistent terminology. To this end the following glossary can be used as a guide.

**ACADEMIC UNIT** refers to a department or school, or other separately identifiable academic organisational unit with the Head of the unit having resource responsibility for that unit and responsibility for the academic programs offered by the unit. In each institution offering accredited social work programs, there should be a Social Work AOU which is regarded as the core AOU capable of offering undergraduate and postgraduate programs in Social Work. The Social Work AOU would be expected to contain the name 'Social Work' in its title.

**ACCREDITED SOCIAL WORKER** Members of AASW who has complied with the annual requirements of Continuing Professional Education (CPE).

**ARTICULATION** is an outcome of program design, which maximises the progression of students between programs, which are usually in a related field of study or occupation.

**AUSTRALIAN ASSOCIATION OF SOCIAL WORKERS (AASW** or may referred to as the Association) The AASW is the professional body representing social work in Australia.

**CLIENT** is the individual; or are groups, families, organisations or communities, provided with social work services.

**COURSE** is a series of subjects around a topic within an academic program that may be studied on its own.

**CREDIT TRANSFER** assesses the initial program, course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, performance outcomes, or standards in a qualification (AQF Advisory Board 2004).

**FIELD EDUCATION** is one of the compulsory academic social work subjects undertaken within a pre-qualifying Bachelor of Social Work (BSW) or Master of Social Work (MSW) degree and is a core component of the social work education process.

**FIELD EDUCATOR** The field educator is the social worker who is responsible for the delivery and evaluation in the practice setting (placement) of the student's field education experience.

**FIELD EDUCATION CO-ORDINATOR** is the university academic staff member with oversight of fieldwork course content and delivery across the Bachelor of Social Work and Master of Social Work (qualifying) programs.

**FIELD EDUCATION LIAISON VISITOR** is the university person allocated to liaise with the field educator and the student for the duration of the placement. Field Education liaison staff may be members of the program staff or contracted by the university to perform this role.

**FIELD PLACEMENT** A field placement (as opposed to classroom based experience) is a structured learning experience where a student is placed in an agency or a community working on particular tasks, under the supervision of a social worker, for a specified number of days. This is part of the Field Education subject.

**FIELDS OF PRACTICE** Fields of practice are either particular areas of practice, such as corrections or schools, practice which focuses on a particular client group, such as children at risk or persons with a disability, persons with a mental health problem or mental disorder, Aboriginal & Torres Strait Islander or Rural and Remote.

**GOALS AND OUTCOMES OF SOCIAL WORK EDUCATION** are the learning outcomes related to knowledge skills and values, and learning for practice in field education required for pre-qualifying social work programs.

**HUMAN SERVICE PROVIDER** is an individual agency, government or non government or private practice provider within the human services sector.

**HUMAN SERVICES SECTOR** is the sector of the market place that provides serves to people in the area of community services, health or aging or disability, and includes services provided in this area by government, non government, private practice and communities.

**KNOWLEDGE FOR PRACTICE** This is commonly used to mean knowledge from other disciplines that is regarded as an integral part of social work education.

**LEARNING GOALS** refer to the individual learning goals a student develops around each field placement that they undertake.

**LEARNING OUTCOMES** are the practice objectives of the AASW Practice Standards applied to the learning setting within the social work program. Such outcomes may also include other learning outcomes, in harmony with the AASW Practice Standards, as the social work program requires.

**MANAGER, FIELDWORK PROGRAMS** is the University administrative staff member managing placement sourcing and allocation, appointment of external supervisors and liaison staff and all aspects in relation to the management and confirmation of placement arrangements for the Bachelor of Social Work and Master of Social Work (qualifying) programs.

**METHODS OF INTERVENTION IN SOCIAL WORK** The methods of intervention in social work include community work, casework with individuals and families, group-work, social planning and social action, social policy analysis and development, and management.

**MINIMUM REQUIREMENTS** There are a number of requirements related to the delivery of social work program in the AASW Social Work Education and Accreditation Standards. These requirements describe the minimum, often specific numerical figures, rather than the ideal or a higher standard of excellence which a particular social work academic unit may chose to follow.

**MINIMUM STANDARDS** The AASW Education and Accreditation Standards determine the minimum standard of excellence. Monash University however may set its standards above the minimum requirement determined by the AASW.

**OFF CAMPUS LEARNING** is a generic term used to describe structured education in which teachers and learners are separated and communication is maintained through print and other media such as television, radio, telephone, audio and video tapes, and computer networks.

**PERFORMANCE OUTCOMES** These are the outcomes necessary for first and second field education placements and are uniform across Australia and are to be developed in 2008.

**PRACTICE** is any written, spoken or physical action and (any thought related to it) that social workers engage in as professionals. It is clear from the definition that social work practice can occur beyond the workplace.

**PRACTICE KNOWLEDGE** is a shorthand term for the body of knowledge, skills and value stances that has been developed by the profession of social work to inform its work.

**PRACTICE SETTING** is the location in which social work practice occurs, whether on a paid or voluntary basis. Examples are a community setting, a social work agency, and a non government organisation.

**PRACTICE OBJECTIVES** are outcomes of social work practice as described in the AASW Practice Standards. Other outcomes of practice also described are Standards and Indicators.

**RECOGNITION OF PRIOR LEARNING (RPL)** is the judgment of an institution of the calibre of previous learning, in the workplace, separate from formal learning, and whether to credit such learning.

**SERVICE USER** is a person who receives services supplied by the human services sector.

**SINGAPORE ASSOCIATION OF SOCIAL WORKERS (SASW)** The SASW is the professional body representing social work in Singapore.

**SOCIAL WORK PROGRAM** refers to the entire course of study, successful completion of which results in a degree such as a four year program that leads to a Bachelors degree or a Masters Qualifying Degree. The word program is used in preference to course because it includes higher degree studies which are not typically referred to as courses.

**SOCIAL WORK SUBJECTS** are academic subjects covering practice knowledge as distinct from those subjects which cover knowledge from other disciplines.

**SOCIAL WORKER** is a person who is eligible for membership of the AASW.

**SOCIAL WORK QUALIFICATION** Named qualifications in social work include a Bachelor of Social Work or a Master of Social Work(qualifying), both of which qualify graduands for membership to the AASW provided the University program has been accredited by the AASW.

**TASK SUPERVISOR** is the experienced person at a host agency who supervises the student's placement practice in the absence of a Social Worker. The student still requires Social Work supervision as well.