FIELDWORK MANUAL

FLD201A FIELDWORK 1

FLD301A FIELDWORK 2

BACHELOR OF APPLIED SOCIAL SCIENCE

COMMUNITY SERVICES
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Welcome to fieldwork for community service workers.

Two field education units are integrated into the Bachelor of Applied Social Science (Community Services) curriculum to provide students the opportunity to put into practice theories, linking classroom learning with real life situations. Each unit requires students to complete 200 placement hours, 400 placement hours in total over two years. This is in accordance with the Australian Community Workers Association’s (ACWA) training standards. The ACWA is the peak organisation for community workers in Australia, representing the professional interests of this group of human services workers.

This fieldwork manual was developed to provide information regarding fieldwork processes and requirements. **Accordingly, we strongly encourage you to read the entire document before commencing your field education unit.**

If you have questions or require clarification on any of the information provided herein, please feel free to contact your fieldwork co-ordinator. Placements provide a great opportunity to learn, grow and put your theory into practice from your studies.
The Bachelor of Applied Social Science provides a broad foundation for students in the diverse discipline areas of sociology, applied psychology, social policy, social research, counselling and communication, mediation and conflict management. The Bachelor of Applied Social Science provides students with the choice of undertaking a specialisation in Community Services or Counselling.

The Community Services major aims to prepare graduates for employment in the community sector, in which there is currently a shortage of skilled workers. The specialisation is based on the academic tradition of social welfare, which integrates and applies knowledge from a range of related discipline areas such as sociology, applied psychology, social work and counselling.

The Community Services major within the social science degree includes: knowledge of social policy frameworks; an understanding of the diverse needs of client groups serviced by the community sector and applied knowledge in service planning; implementation and evaluation.

Within this major, students will develop skills in macro and micro level interventions such as community capacity building, community work, program management, group work, casework and counselling with individuals and families, which aim to improve the wellbeing and social functioning of individuals, groups and communities.

The Community Services discipline aims to develop in its graduates critical thinking skills, policy analysis, thinking beyond the individual in planning and delivering services, valuing service to others, and concern for those who are marginalised and disadvantaged.
# BASS COMMUNITY SERVICES COURSE OUTLINE

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<thead>
<tr>
<th>Level 100</th>
<th>Code</th>
<th>Title</th>
<th>Pre-requisite/s</th>
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<tbody>
<tr>
<td>Core</td>
<td>COU101A</td>
<td>Interpersonal Communication</td>
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<tr>
<td>Core</td>
<td>COU102A</td>
<td>Theories of Counselling</td>
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<td>Core</td>
<td>COU103A</td>
<td>Human Development Across the Lifespan</td>
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<td>Core</td>
<td>COU104A</td>
<td>Applied Counselling 1</td>
<td>COU101A, COU102A</td>
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<tr>
<td>Core</td>
<td>SOC102A</td>
<td>Understanding Societies: An Introduction to Social Analysis</td>
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<td>Core</td>
<td>SOC103A</td>
<td>Developing Social Policy</td>
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<td>Core</td>
<td>WEL101A</td>
<td>Introduction to Community Services</td>
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<td>Core</td>
<td>WEL102A</td>
<td>Health and Wellbeing</td>
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<th>Code</th>
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<th>Pre-requisite/s</th>
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<tr>
<td>Core</td>
<td>COU202A</td>
<td>Mental Health and the Community</td>
<td>WEL102A</td>
</tr>
<tr>
<td>Core</td>
<td>COU203A</td>
<td>Applied Counselling 2</td>
<td>COU104A, WEL202A</td>
</tr>
<tr>
<td>Core</td>
<td>FLD201A</td>
<td>Fieldwork 1</td>
<td>COU104A, WEL202A</td>
</tr>
<tr>
<td>Core</td>
<td>SOC201A</td>
<td>Mediation and Conflict Management</td>
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</tr>
<tr>
<td>Core</td>
<td>SOC202A</td>
<td>Introduction to Social Research Methods</td>
<td>WEL202A</td>
</tr>
<tr>
<td>Core</td>
<td>WEL201A</td>
<td>Managing the Needs of Diverse Client Groups</td>
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<tr>
<td>Core</td>
<td>WEL202A</td>
<td>Ethics and Professional Practice</td>
<td>COU101A, SOC102A, WEL101A</td>
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<td>Elective</td>
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<th>Pre-requisite/s</th>
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<tbody>
<tr>
<td>Core</td>
<td>COU301A</td>
<td>Working with Addicted Populations</td>
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<tr>
<td>Core</td>
<td>FLD301A</td>
<td>Fieldwork 2</td>
<td>FLD201A</td>
</tr>
<tr>
<td>Core</td>
<td>SOC301A</td>
<td>Qualitative Research Methods</td>
<td>SOC202A</td>
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<td>Core</td>
<td>WEL301A</td>
<td>Community Development</td>
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<td>Core</td>
<td>WEL302A</td>
<td>Case Management and Program Development</td>
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<td>Core</td>
<td>WEL303A</td>
<td>Human Rights and Social Advocacy</td>
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<td>Elective 2</td>
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The Bachelor of Applied Social Science Program requires that students undertaking the Community Services majors complete the following:

- In Year 2 of Community Services, students have the opportunity to be placed in a community service organisation for a 200-hour fieldwork placement in order to observe and participate in community services work with clients, groups and communities.
- Year 3 of Community Services builds upon the knowledge and skills learnt and applied in FLD201A and will incorporate a second practical fieldwork placement of 200 hours duration in one setting.

First Fieldwork – FLD201A

- **Duration**
  12-16 Weeks
- **Unit weighting**
  10 credit points
- **Student workload**
  The expected student workload for this unit is:

<table>
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<tr>
<th></th>
<th>No. Timetabled hours</th>
<th>No. Personal study hours and supervision</th>
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<tbody>
<tr>
<td>On campus students</td>
<td>6 hours total lectures</td>
<td>5 hours total formal supervision</td>
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<td></td>
<td></td>
<td>33 hours of personal study</td>
</tr>
<tr>
<td>On-line students</td>
<td>6 hours total lectures (FOL equivalent)</td>
<td>5 hours total formal supervision</td>
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<tr>
<td></td>
<td></td>
<td>33 hours of personal study</td>
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<tr>
<td>Placement</td>
<td>200 hours placement</td>
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</table>

Total hours - 244

- **Prerequisite**

COU104A Applied counselling 1 and WEL202A Ethics and Professional Practice
Second Fieldwork - FLD301A

- **Duration**
  12-16 Weeks

- **Unit weighting**
  10 credit points

- **Student workload**

  The expected student workload for this unit is:

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<tr>
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</tr>
<tr>
<td><strong>Total hours</strong></td>
<td></td>
<td><strong>– 244</strong></td>
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- **Prerequisites**

  COU104A Applied counselling 1, WEL202A Ethics and Professional Practice and FLD201A Fieldwork 1
Student learning outcomes

On successful completion of this unit students will be able to:

a) Demonstrate practical and organisational knowledge specific to the placement context
b) Demonstrate an ability to integrate theory with practice.
c) Demonstrate practical skills specific to the placement context such as empathy, communication skills (verbal and written), case recording, report writing, evaluation and organisational planning skills
d) Locate, evaluate and manage knowledge effectively as a professional and be able to communicate this knowledge to a range of people and across a range of settings
e) Effectively use collaboration, cooperation, reflective skills and various forms of supervision
f) Demonstrate a practice-based awareness of clients’ needs, of services, networks and resources associated with the placement context
g) Demonstrate an ability to work independently and demonstrate initiative in practice situations as well as be able to articulate the way their values influence responses to particular practice and organisational situations.

Important dates

Week 1 Lecture (compulsory)

- Introduction to and preparation for fieldwork placements
- Developing a learning contract for placements – important considerations and the identification of skills
- Considerations for the development of safe, empathic and trusting relationship with clients
- Boundaries relevant to working with clients
- Applying theory to practice

Week 7 Lecture (compulsory)

- Getting the most from an industry placement
- Self-reflection
Subject content

| FLD201 will allow students the opportunity to be placed in a community service organisation for a 200 hours fieldwork placement in order to observe and participate in community services work with clients, groups and communities.

In these settings students will be exposed to a variety of practice options from individual, group-work, community work, research and social and program planning. Learning skills include: communication (verbal and written skills), role modelling, case conferences, team work, reporting and recording, interviewing, meeting skills, training sessions, supervision, and building the theory and practice links.

Torrens University will assist students to find a relevant placement and to negotiate their own learning goals with their fieldwork supervisor. Students will be provided with a comprehensive learning manual prior to placement detailing the many issues, policies and criteria essential for a good placement experience.

This subject requires the student to meet with their designated fieldwork supervisor for one hour for every 40 hours of actual human services activity. Informal supervision is desirable for every 8 hours of activity.

FLD301 builds upon the knowledge and skills learnt in FLD201A and will also incorporate a practical field work placement of 200 hours preferably in one setting (separate to setting chosen in FLD201A). Students will be assisted to obtain placements in the human service sector or in an organisation such as a community agency, government counselling or welfare centre, child or youth service, neighbourhood centre, community corrections, hospice or hospital pastoral care setting.

Learning options include more advanced skills in: communication (verbal and written skills), group-work family work, role modelling, case conferences, team work, reporting and recording, interviewing, meetings, training sessions, supervision, research, and building the theory and practice links.

Students will be provided with a comprehensive learning manual prior to placement detailing the many issues, policies and criteria essential for a good placement experience.
INTRODUCTION TO FIELDWORK

As part of your course, you are required to undertake Fieldwork. This experience enables you to develop your understanding of day-to-day practice and from this, contribute to building a theoretical and skill base of your own. We will assist you in finding suitable placements to fulfil this component of the course, but you are also encouraged to identify opportunities for placements yourself. The placement must provide the opportunity for you to gain practical knowledge, interpersonal skills as well as professional skills. As far as possible, placements are arranged in accordance with each student's background, skills, experience, professional/academic interests and career aspirations.

Suitability is the underpinning pillar for the selection of a placement - both for you as the student and the organisation. The placement must provide the opportunity for you to gain practical knowledge, interpersonal skills as well as professional skills.

The experience of placements exposes you, as the student, to different ways of working with a wide array of clients, issues, and settings/environments. Although you may use your paid employment to obtain supervised practice, over the period of study it will be necessary to obtain some work experience in at least one other setting. Students need to exit the course with competency, plus breadth and depth of knowledge and in accordance with ACWA identified core competencies and fieldwork guidelines.

WORK-BASED PLACEMENT

Where no RPL or credit is obtained for either fieldwork unit (in accordance with the Australian Community Workers Association policy), one placement using paid employment is allowed as long as it meets the field placement requirements. However, the work-based placement must give you the opportunity to build on existing job skills and learn new skills. Evidence of a range of new work tasks within the employment setting will be necessary. There will be a written agreement between the organisation, the University and you as the student.

You may complete a self-contained project during your placement such as researching and writing a report on a specific issue. This cannot include work related duties and must be overseen by a non-line manager (a different manager to that of everyday job).
BENEFITS OF DOING FIELDWORK

As a student, these experiences allow you to:

- Put into practice and consolidate theoretical knowledge in individual and/or group environments;
- To work with a variety of clients in different settings in the community;
- Capitalise on and expand existing experience;
- Gain a sound understanding of the placement (organisation’s) objectives in relation to practice;
- Interact with skilled clinicians and practitioners; and
- Explore career options.

The experience of the placements exposes you to different ways of working with a wide array of clients, issues, and settings/environments. It is through your placements that you are not only completing your practical requirements, but also assisting ‘real’ people with ‘real’ problems/issues. Therefore, we ask you to be flexible in terms of your approach and availability.
Preparation should begin at least one trimester prior for students commencing a field placement unit. As such, upon enrolment into COU104A Applied Counselling 1 (one of two prerequisites for FLD201A), you are encouraged to read the BASS Community Services Fieldwork Manual. This should provide you with all the relevant information you will require when deciding when and where you can and should undertake your placement. An hour of contact will be made available for students that intend to enrol in FLD201A in the next trimester to support them in securing an appropriate placement.

An introduction to fieldwork, will be provided to on campus students and online students in the Trimester prior. It is intended to give students basic information about the fieldwork requirements and let you know about Careers Connect which posts current and ongoing placements that are available.

Once enrolled in a fieldwork unit students are required to complete a three-hour orientation when undertaking either FLD 201A or FLD301A. This will allow you to commence field work placement in week 2, provided all pre-placement requirements have been met and organised. Another formal session will take place in Week 7 to ensure consistency and network with other students currently on placement.
CHOOSING A PLACEMENT

Practical education is an integral and critical part of your education as a Community Services worker, this aspect of your education as a community services worker requires your active participation in completing your fieldwork requirements as well as taking responsibility for your own learning. Moreover, please note that once you have commenced your placement work, you are now a representative of the University and the level of your performance and attitude towards your work will be a reflection on the institution.

It is normal to perhaps feel anxious when you are commencing placement. This can be heightened further when you are unsure what to consider when choosing an organisation to successfully satisfy the practical component of your program. It is recommended for you to take the following into account when deciding on a placement:

**Appropriate experiences in fieldwork**

As a student, these are the types of experiences that must be a part of placement:

- **Professional practice** – a student extends their knowledge and skills in a practical environment
- **Self-management** – being able to direct their own activities
- **Communication** – transfer information clearly
- **Documentation** – providing appropriate evidence
- **Assessment/information gathering** – providing and evaluation
- **Intervention** – getting someone to seek professional help
- **Evaluation** – using standard criteria
- **Group skills** - Building and maintaining working relationships
- **This can be through:** Observation/Participation
  - Direct client contact
  - Case management/ casework
  - A Project
  - Policy development
  - Community development strategy
  - Advocacy and support work
Things to consider before applying for placements

We will assist you in finding suitable placements to fulfil this component of the course, but you are also encouraged to identify opportunities for placements yourself.

In considering a placement, think about:

- Your location – Do you need to do a placement close to home? Are you prepared to travel?
- Your interests – Do you have a specific career path? Are you open to as many experiences as possible? Do you want to move outside your comfort zone?
- Check Careers Connect for up to date placement opportunities that the University has.
- If you have any existing contacts in the industry. Are you already working in the area? Do you have contacts through social networking? Do you have family or friends that may be able to take on a fellow student?
- What is your availability? Are you able to carve out time to honour the commitment that 200 hours of placement requires?
- Do you have relevant past experience? Do you have any previous skills or life experience to bring to the work placement as this could influence the type of placement chosen?
- Thinking about potential placement organisations which is more suitable for the first initial placement and which would be preferable for a final placement when you have more experience.

When exploring placements options that you are interested in, you need to gather some information when making informal enquiries, including:

- The location of the organisation
- A description of the organisation and mode of service provision as well as a philosophy/mission statement
- Nature of the client group: age, specific issues or challenges, diversity, language and so on.
- Staffing arrangements: How is the organisation managed? Are there full time and permanent staff members or is it mainly volunteers?
- What are the potential learning opportunities for your personal and professional growth?
- Who would be directly supervising your work placement?
University considerations about placement

We will consider the following when assisting you to secure suitable placements:

- Does the site meet Work Health and Safety requirements?
- Is the organisation members accredited/certified?
- Any affiliations with other appropriate organisations
- Does the potential supervisor have relevant qualifications?
- Will you be able to fulfil the requirements in an appropriate timeframe?
- Will this placement be able to provide the hours required?
- Does the organisation have the capacity to take you on and support you effectively during your placement?
CONFIRMING A PLACEMENT

In order to confirm a placement you will liaise with the Placement Coordinator to discuss the suitability of the placement for you and for the institution, as it must meet both the course and insurance requirements.

When selecting a placement, remember, to be realistic in terms of your own time and availability. In essence, it is hoped that the learning experience will be mutually rewarding for you, the clients, and the placement organisation.

If you have a placement in mind

Approach the organisation by either speaking to them face to face if you are local, phoning and asking to speak to the manager or the designated Co-ordinator for student placements. The Placement Coordinator can provide you with a template to use which provides clear details about the placement requirements with regards to hours, time period and supervision.

Securing your placement

- An interview may be necessary to obtain certain placements. The main objective of the interview is to discuss with the organisation your needs and whether they are compatible with the organisation’s needs and vice versa. Often the organisation will ask for clearances or police checks to be completed before you start and these need to be identified as they can take some time to be issued.

- If an organisation agrees to take you on placement, further information about placement and a current prospectus will be sent to the organisation.

- A firm start date needs to be put into place as well as organising the hours to be completed on placement. There is a minimum requirement of two days a week over approximately a 14-week period. It is also possible to complete the placement full time over five weeks.

- When you have secured the placement, we will send you a Work Integrated learning (WIL) Agreement to sign. Once you have signed it will be sent to the host organisation for signing and a Work Healthy and Safety inspection will be organised by us to ensure that the workplace is safe. Once that is complete the WIL is signed off by us, copies are sent to you and the host organisation and the placement can commence. Placement cannot commence until these steps have been achieved.
Placement Hours

You will be required to do two placements during the duration of your course, and you will be in attendance during the same hours as the staff of the organisation. **No time and a half or double time can be taken for public holidays. It is one hour equivalent to one hour.**

As a Community Services Student you must complete 200 hours per placement. You can do a minimum of 5 weeks (40 hours a week) or a maximum of 15 weeks (two full days a week at 7 hours per day).

If you cannot complete your placements within these timeframes, you are able to apply for a short extension and you must produce either a medical certificate or letter from their employer stating the reasons preventing you from completing the placement. This request should be submitted to the Placement Coordinator.

**If possible all placement hours should be submitted to the Placement Coordinator by the due date for Assessment 2.**

Costs

All costs associated with travel to and from the placement are your responsibility. However any costs incurred as a direct result of working for the organisation should be reimbursed by the organisation.
GOVERNMENT CHECKS

Police Criminal Check

Some agencies may require you to have a Police check. It is up to you to initiate this yourself. These checks can now be initiated on line. Ask the Placement Coordinator or Success Coach for information, or search on line.

Working with Children Check

Some agencies may require you to have a Working with Children check. The nature of these varies from state to state, so ask the Placement Coordinator or your Success Coach if you are not sure how to apply.

Other checks/requirements

Some agencies may require you to have other specific checks, for example in Disability or Aged Care. The nature of these varies state by state. Clarify with the agency what will be required, and check with the Placement Coordinator or Success Coach if you are not sure how to obtain the checks.

Some agencies might have other requirements such a manual handling, first aid, or Child Protection certification. As all of these take time to obtain, confirm requirements as early as possible and apply as soon as you can.
THE PLACEMENT CYCLE

Starting on placement

- You cannot start your placement until:
  - A Work Integrated learning (WIL) form has been completed by you, the organisation and us
  - A site inspection has been undertaken by us in order to ensure that the workplace is safe
  - You have all of the necessary clearances or certifications

- During the first four of weeks, the Placement coordinator will be in contact with your supervisor regarding how you are settling in. You will need to ensure you discuss your Learning Contract with your supervisor to set goals that you would like you to achieve whilst on placement.

  Agreement to provide an induction to the organisation is a part of WIL agreement signed by the agency. It is recommended that you try to procure documentation and/or information to assist with this process.

  In a placement, you will also need to be mindful of the generosity of the placement organisation for hosting you, the person you report to/supervisor’s time as well as meeting your course requirements. In other words, you are required to carry out your practice within the placement organisation, while also ensuring that you work towards achieving and reviewing the outcomes stated in your ‘self-directed learning contract’.

- Each day you will need to record your hours in the Placement Logbook at the back of your manual and get the supervisor to sign off at the end of the day. Each session of supervision must be signed off by the supervisor using the form at the back of the logbook.

- The Placement Coordinator will conduct a mid-placement contact with your supervisor half way through the placement. There will also be a final placement phone call towards the end.

- If you have any questions or concerns at any time during your placement, do not hesitate to contact the Placement Coordinator.
Recording placement hours- Required documentation

There are three documents associated with placements.

1. **WIL Agreement** - As previously outlined this form is the official agreement of your placement between you, the agency and the University. **It must be signed off before you can start your placement.**

2. **Learning Contract** – The individual training plan outlines the learning outcomes for the subject and tasks which may be undertaken while on placement.

3. **Placement 1 Log Book and Placement 2 Log Book** - At the end of every placement, you are required to have your supervisor from the placement organisation sign off on your log book and return it to us. We require the organisation to verify and sign off on all your hours (*Log Books are at the back of this Placement Manual*). At the end of the placement, it is your responsibility to ensure that the ‘Placement Log Book’ is completed, scanned and **uploaded on blackboard** as part of your portfolio.

Finishing your placement

At the conclusion of the placement, you are required to notify the Placement Coordinator and hand in a Learning Portfolio on your experience in the placement, referring to the criteria listed in your initial learning contract. Please see Blackboard assessments for further information.

The host organisation may comment on the Learning Portfolio and add any additional information. Make sure to take a photocopy of your placement and supervision hours and **upload them on blackboard** as part of your portfolio. **Do not forget to keep a copy of the original**
LEAVE, ACCIDENTS, RISK OF UNDERPERFORMING AND WITHDRAWING

Sick leave
If you are sick during fieldwork and cannot attend, you must notify the placement organisation that you will not be attending and your expected return date. You will be required to make this time up.

Accidents
If you are involved in an accident during your placement report it to the agency/site supervisor and the placement co-ordinator.

Risk of failing/underperforming
Any issues and performance problems between yourself as the student and supervisor are directed to the Placement Coordinator for resolution.

If failing the fieldwork/placement unit is likely, the following procedure will be followed:

1. You will be notified by the Placement Coordinator.
2. Placement Coordinator, in consultation with the Program Director (if required), will provide possible solutions.

Withdrawing from placement policy
If you should wish to withdraw from your placement temporarily or permanently you must show sufficient causes for the withdrawal. If all options for preserving the placement have been exhausted, you must notify the Placement Coordinator and the agency/site supervisor before withdrawing.

If the organisation requests termination of your placement, they must notify you and the Placement Coordinator in writing stating the reasons for your withdrawal.

If the placement supervisor requests the re-allocation of your placement location, they must notify the Placement Coordinator in writing stating the reasons for the placement location change.

You are expected to complete the placement hours within the allocated time frame, in the result of an early withdrawal, termination or re-allocation from a placement the Placement Coordinator will organise a meeting with you and host organisation to discuss the issues.
PLACEMENT REQUIREMENTS

WIL Agreement

The WIL Agreement must be signed by you, the agency and us for you to be able to commence your placement.

Supervision

Effective supervision is a crucial component of ethical practice, and in the area of Community Services, debriefing will comprise part of the supervisory process.

Each student is responsible for ensuring they participate in one formal supervision (with the agency/site supervisor) session for every 40 hours of placement (a total of five hours of formal supervision for 200 hours of placement).

Supervision will assist students to implement and understand fundamental principles including consent, respect, confidentiality, as well as to receive and discuss feedback on your work from experienced supervisors in the field. This will take the form of formal and regular contact with a host Supervisor, to whom students will report to discuss their placement. The placement Supervisor, in accordance with ACWA Fieldwork Placement Requirements, “must be a suitably qualified employee of the Agency and engaged in active practice.” Both these requirements will ensure compliance with high ethical standards of supervisory practice.

Placement Contacts

The Placement Coordinator will carry out site visits or audio or visual contact with the placement organisation to discuss your progress. Moreover, these are also intended to be additional opportunities to address issues or problems that may have arisen at any time during your placement. These touchpoints are to be expected sometime at the beginning, in the middle and at end of your placement.
Insurance

Torrens University insurance covers all interns at a placement up until graduation with Educators Professional Liability and Student Work Experience Insurance. The Certificates of Currency will be included with the Placement Agreement.

Log Books

At the beginning of placement you will receive your logbook as an electronic copy, which will be emailed to you.

Your log books are the record of your hours at your placements. You will keep a separate log book for each placement and you are required to hand in the hard copy of each log book at the end of each placement. Your Agency/Site Supervisor must sign off on your hours at the end of each shift, failure to do so will result in you having to complete extra hours.

Therefore, it is required that you take the hard copy of your log book with you to the placement to get it signed, and then transfer the information to your electronic unsigned copy for your records, in case the logbook is lost. You need to scan the completed logbook at the end of the placement and upload it as part of your portfolio.

As the intern, it is solely your responsibility to take care of your log books. If the hard copy of your log book gets lost then the procedure is as follows:

1. You must notify the placement coordinator that you have lost the hard copy of your log book.
2. You must print off your electronic copy and get your supervisor to sign off on the whole log book.

YOU MUST SUBMIT A COMPLETED LOGBOOK (via BlackBoard) OF YOUR HOURS IN ORDER TO COMPLETE THE FIELDWORK SUBJECTS.
SUMMARY OF ASSESSMENTS

For details of the assessment requirements please refer to the Assessment Brief available via the Learning Portal in ‘Assessment Items and Submissions’

BASS Community Services Year 2 (FLD201A)

Each task below is designed to assess all or some of the following learning outcomes identified for this unit:

a) Demonstrate practical and organisational knowledge specific to the placement context
b) Demonstrate an ability to integrate theory with practice and practice with theory
c) Demonstrate practical skills specific to the placement context such as empathy, communication skills (verbal and written), case recording, report writing, evaluation and organisational planning skills
d) Locate, evaluate and manage knowledge effectively as a professional and be able to communicate this knowledge to a range of people and across a range of settings
e) Effectively use collaboration, cooperation, reflective skills and various forms of supervision
f) Demonstrate a practice-based awareness of clients’ needs, of services, networks and resources associated with the placement context
g) Demonstrate an ability to work independently and demonstrate initiative in practice situations as well as be able to articulate the way their values influence responses to particular practice and organisational situations.

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>When assessed</th>
<th>Weighting</th>
<th>Learning Outcomes Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Contract</td>
<td>Refer to the relevant learning portal page for details of this assessment.</td>
<td>25%</td>
<td>This assessment addresses learning outcomes: <em>a and b</em>.</td>
</tr>
<tr>
<td>Learning portfolio</td>
<td>Refer to the relevant learning portal page for the due date.</td>
<td>75%</td>
<td>This assessment addresses student learning outcomes: <em>a – g.</em></td>
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</tbody>
</table>

Learning Contract
Students are required to develop a learning contract for their placement. Refer to the relevant learning portal page for details of this assessment.

Learning portfolio
Students are required to complete a learning portfolio to be submitted at the end of placement. Up to 7 hours of placement time can be allocated to this assessment. Refer to the relevant learning portal page for details of this assessment.
BASS Community Services Year 3 (FLD301A)

Each task below is designed to assess all or some of the following learning outcomes identified:

a) Demonstrate practical and organisational knowledge specific to the placement context
b) Demonstrate an ability to integrate theory and practice
c) Demonstrate practical skills specific to the placement context such as empathy, communication skills (verbal and written), case recording, report writing, evaluation and organisational planning skills.
d) Locate, evaluate and manage knowledge effectively as a professional and be able to communicate this knowledge to a range of people and across a range of settings
e) Effectively apply collaboration, cooperation, reflective skills and various forms of supervision.
f) Demonstrate a practice-based awareness of clients’ needs, and of services, networks, and resources associated with the placement context

g) Demonstrate an ability to work independently and demonstrate initiative in practice situations as well as be able to articulate the way values influence responses to particular practice and organisational situations.

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<tr>
<td>Learning Contract</td>
<td>Refer to the relevant learning portal page for details of this assessment.</td>
<td>25%</td>
<td>This assessment addresses learning outcomes: a.</td>
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<tr>
<td>Learning Portfolio</td>
<td>Refer to the relevant learning portal page for the due date.</td>
<td>75%</td>
<td>This assessment addresses student learning outcomes: a-g.</td>
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</table>
1. **Responsibilities to employers and client groups**

The community worker is placed in a unique relationship to other persons because of employment and profession. Obligations arise from that relationship – to safeguard the dignity of the client, to maintain the integrity of the practitioner and to recognise the value and worth of all persons involved in the welfare work practice.

1.1 **Confidentiality** – The community worker shall regard all information concerning clients disclosed in the course of practice as confidential, except where:

a) with the client’s permission referrals are to be made and other professional consultation is sought;

b) failure to disclose information would breach the terms of the community worker’s employment (such exceptions must be notified to the client)

c) failure to disclose information would contravene mandatory reporting requirements or other legal obligations

1.2 **Accountability** – In exercising certain powers and using information, the community worker is accountable to both the employing agency and to clients. However, special accountability to clients in preserving their dignity and autonomy is acknowledged.

1.3 **Respect** – The community worker has an obligation to treat clients with respect, to promote maximum self-worth and dignity, and to safeguard and promote the capacity for free choice by the client.

2. **Responsibilities to colleagues**

As a professional person the community worker can be expected to:

2.1 respect the skills, knowledge and experience of colleagues;

2.2 share knowledge, and insights with colleagues;

2.3 acknowledge and observe the legal rights and protections of colleagues, including, but not restricted to, confidentiality and privacy, workplace health and safety, and antidiscrimination legislation

2.4 discuss any unethical behaviour that may have been observed in a colleague directly with the colleague where appropriate, or refer the matter to the supervising staff member
3. **Responsibilities to employers and employing organisations**

As an employee of an organisation the community worker is expected to:

3.1 carry out the duties and responsibilities outlined as terms of employment;

3.2 assist in promoting the stated aims of the employing organisation in terms of policy, procedure and practice;

3.3 bring to the employer’s attention where organisational expectations or practices contravene the profession’s code of ethics - particularly in the area of client rights

4. **Responsibilities to the profession**

4.1 maintain proper standards of practice, and uphold principles and ethics of the code at all times;

4.2 maintain the standards of knowledge, skill and learning appropriate to professional development;

4.3 respect the rights and legal protections of others

Adapted from:


Placement Log Book

Bachelor of Applied Social Science (Community Services)

Student’s name ..........................................................

Placement Organisation ..............................

Supervisor’s Name ..............................................

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<th>Date</th>
<th>Time start</th>
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<th>Duration</th>
<th>Supervisor’s Signature</th>
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(Page 2/ Logbook __

Student’s Name ...........................................

Placement Organisation ............................... Supervisor’s Name ......................................

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Formal Supervision Logbook

Student’s Name ......................................................

Placement Organisation ........................................... Supervisor’s Name .............................................

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<th>Date</th>
<th>Time start</th>
<th>Time finish</th>
<th>Comments (if any)</th>
<th>Supervisor’s Signature*</th>
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NOTE: Students on placements are required to complete a total of 5 hours of formal supervision per fieldwork unit (1 hour of formal supervision for every 40 hours of placement).

*Formal supervision will be provided by the Agency/Site Supervisor or, in the absence of a qualified agency staff to supervise students, by the Fieldwork Supervisor identified by TUA/THINK.