Community Services Fieldwork Q&A
FLD201A & FLD301A

Q. How do I prepare for fieldwork?

- To be timely and successful in securing a placement, it's recommended students commence their research and applications one trimester in advance before enrolling into fieldwork. Ensure you have completed the pre-requisite subjects and read the Fieldwork Handbook, as this provides all the information required in planning and preparing for a placement.
- If needed, you can also search for placement listings under Careers Connect/Job Postings: https://careersconnect-csm.symplicity.com/
- Examples of CVs and Cover Letters can be downloaded from Careers Connect/Resources, type ‘cover letter’ in the search field: https://careersconnect-csm.symplicity.com/students/app/document-library

Q. When can I start fieldwork and how many hours is it?

- Fieldwork 1 (FLD201A) and Fieldwork 2 (FLD301A) are 200 hours each, totalling 400 hours. Fieldwork is to be undertaken during your chosen trimester and completed within the 12 week period and not prior to trimester commencing (unless prior approval granted).
- Fieldwork placements are voluntary and unpaid, please refer to your Fieldwork Handbook for examples of relevant tasks and activities you can undertake while on fieldwork.

Q. Can I undertake fieldwork with my current employer?

- Where no RPL or credit is obtained for either fieldwork unit, one placement using paid employment is allowed, however the work-based placement must give you the opportunity to build on existing job skills and learn new skills. Please refer to your Fieldwork Handbook for more information.

Q. What are the criteria an employer and supervisor must meet?

- For bachelor courses, a supervisor must hold a minimum of diploma level qualification in community services or a community work-related discipline, and have at least three years of practical experience in a community services setting. A supervisor must provide one hour of direct supervision contact for every 40 hours the student is on placement.
- The employer must hold professional indemnity, liability insurance and have workplace health and safety policies in place.

Q. What if I need extra support?

- Please let your Success Coach know if you need extra support in securing a placement so the industry team can support you. For more information about Careers & Industry, Success Coaches or Student Administration, please access the Services page on the Student Hub: https://studenthub.torrens.edu.au/Hub/StudentSupport/Services

Q. Where can I access the WIL and how do I submit it?

- The Work Integrated Learning Agreement (WIL) can be downloaded from the Student Hub or Careers Connect:
  Student Hub/Course/Health Community Services: https://studenthub.torrens.edu.au/Hub/health
  Careers Connect/Resources/Online Resources: https://careersconnect-csm.symplicity.com/students/index.php?s=home
- Submit your completed WIL to wil@laureate.edu.au before your placement commences.
- Once approved, the WIL team will email you back your WIL signed by Torrens and confirm your placement is approved to progress, please allow 3-4 days for processing. Please do not commence your placement until you have received your WIL approval and enrolled in your fieldwork unit.