Counselling Fieldwork Q&A

PFP107, FLD201A, FLD302A, CLN501, CLN602

Fieldwork involves practical hours undertaken by a student that allows you a great opportunity to deepen your understanding of counselling and communication skills in a work environment. Below are some commonly asked questions about fieldwork. We wish you every success in your placement and are here to support you.

Q. How do I prepare for fieldwork?

- To be timely and successful in securing a placement, it is recommended you commence research and application for a placement one trimester in advance before enrolling into a fieldwork subject. Please do not enrol into a fieldwork subject unless you have secured a placement.
- Ensure you have completed the pre-requisite subjects required and read the Fieldwork Handbook, as this provides all the information required in planning and preparing for a placement.
- You can search for placement listings under the ‘Jobs & WIL/IP’ tab in Careers Connect: https://careersconnect-csm.symplicity.com/
- Examples of CVs and Cover Letters can be downloaded from the ‘Resources’ tab in Careers Connect, 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 (FLD302A) must occur at least one term apart to ensure that appropriate classroom instruction occurs to facilitate adequate integration of learning and practical experience.
- 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).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Placement Hours</th>
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<tbody>
<tr>
<td>Diploma of Counselling &amp; Communication (PFP107)</td>
<td>120 - no counselling required</td>
</tr>
<tr>
<td>BASS Counselling (FLD201A)</td>
<td>200 - no counselling required</td>
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<tr>
<td>BASS Counselling (FLD302A)</td>
<td>200 - includes 40 hours of counselling</td>
</tr>
<tr>
<td>Graduate Diploma of Counselling (CLN501)</td>
<td>160 - no counselling required</td>
</tr>
<tr>
<td>Masters of Counselling (CLN602)</td>
<td>40 - all counselling</td>
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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?

- A workplace supervisor must hold a qualification that is equal or above the qualification that a student is studying to achieve.
- A workplace supervisor must provide one hour of direct supervision contact for every 40 hours the student is on placement.

Continued next page
- FLD302A and CLN602 students will also be allocated a clinical supervisor by JNI or Torrens University who holds a qualification in counselling or a work-related discipline (eg. Psychologist, Counsellor, Psychotherapist, Social Worker, or Mental Health Nurse), and has at least three years of practical experience in a counselling setting.
- The employer must hold professional indemnity, liability insurance and have workplace health and safety policies in place.

Q. What is a Work Integrated Learning Agreement (WIL) and how do I submit it?

- A Work Integrated Learning Agreement (WIL) is the formal agreement that captures the details of where you will be undertaking your WIL and the roles and responsibilities of both the Host Organisation and the Student. You can not commence your placement without submitting a signed and approved WIL.
- The Work Integrated Learning Agreement (WIL) can be downloaded from the Student Hub or Careers Connect.
  - Student Hub/ Course/ Health Community Services:
  - Careers Connect/ Resources/ Online Resources:
    - https://careersconnect-csm.symplicity.com/students/index.php?s=home
- Complete and submit your 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 and include a copy of the WIL insurance. Depending how easily your supervisor can be contacted, please allow 3-4 days for processing. Do not commence your placement until you have received your WIL approval and enrolled in your fieldwork unit.

Q. What if I need extra support?

- After researching and completing your own application process, please let your Success Coach know if you need extra support in securing a placement so the industry team can support you.
- Your Success Coach will contact you at the start of your course and provide their contact details, or you can email yoursuccesscoach@laureate.edu.au with any questions.
- 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