

Guidelines for Completing the 2009 Fieldwork Response Form

1st year: BLOCK 1. This placement is shaded in mauve and is offered 1 day per week commencing week of 30th March. The actual day of the week will be finalized following the Fieldwork Education Timetable confirmation early in 2009. There is no placement during the Easter break week therefore the four days will be completed over 5 weeks ending week of April 27th. The placement has some flexibility in that it may be moved out and completed into May if need be. This may be negotiated with the student. If it suits the agency for the student to attend on a different day and the student through exemptions for first year units (often occurs with students transferring in from other courses) is able to accommodate this, we are happy for you to negotiate different dates with the student.

Please indicate in column 2 a starting date that is suitable and enter placement/s as Block 1 in the second column. Use the special requirements column to indicate any days of the week that don't suit. Please ensure you place Block 1 against the number of students that can be accommodated in column 5.

1st year: BLOCK 2. This placement is also shaded in mauve and indicates a 4 day per week block placement during week 4th -8th May. The actual day the student does not attend will be governed by classes scheduled that week as students will be missing some classes to utilize this option. Please state in the Special Requirements column if you need to ensure students attend on 4 specific days of the week and specify these days. Please enter BLOCK 2 in column 2 on the response form and place Block 2 against the number of students that can be accommodated in column 5.

2nd Year May Block. This placement is shaded in Blue and commences on Monday 18th May. This placement runs for 4 days per week over 3 weeks and the actual 4 days worked each week are negotiated between the student and the agency. Use the special requirements column to indicate agency limitations re days of the week to be worked and enter the number of students able to be accommodated in column 5.

2nd Year October Block. This placement is shaded in Aqua Blue and commences on Monday 5th October. This placement runs for 4 days per week over 3 weeks and the actual 4 days worked each week can be negotiated between the student and the agency, however the university's preference is that the student doesn't attend placement on the day they have their health promotion class scheduled. Arrangements are generally made for the student to participate in a teleconference tutorial from placement if this isn't possible due to agency location or requirements. This placement block can commence a week earlier or a week later than the scheduled commencement date of Monday October 5th if of more convenience for the agency. Use the special requirements column to indicate agency limitations re days of the week to be worked and preferred dates for the placement. Enter the number of students able to be accommodated in column 5. Note: Monday October 5th is the commencement of Term 3 in Victorian State schools.

3rd Year June/July Block. This placement is shaded in Red and commences on Tuesday June 9th given Monday June 8th is a public holiday. This placement runs for 5 days per week over 5 weeks and can commence a week later or earlier to suit agencies. We also have a number of students requesting a 1st June start. In 2009, to accommodate the school holidays the placement can be broken into 2 with 4 weeks commencing on 1st June, a 2 week break for the school holidays and the remaining week commencing on Monday July 13th. While this isn't ideal we do require all our students to complete a paediatric fieldwork block and recognize that this split might be the only way some paediatric facilities are able to offer a placement.

Use the special requirements column to indicate your preferred placement start date and whether you need to split the placement to accommodate school holidays. Enter the number of students able to be accommodated in column 5.

4th Year July-Sept Block. This placement is shaded in Grey and commences on Monday 20th July. This placement runs for 5 days per week over 10 weeks and can commence a week earlier if required. Use the special requirements column to indicate if a week earlier start is required. If offering this placement please refer to the attached page: 'Final Fourth Year Fieldwork Placements: replicating the employment process'. Enter the number of students able to be accommodated in column 5.

3rd & 4th Year- Participatory Community Practice Placement Block. This placement is shaded in mustard and runs across 2 semesters commencing on Monday August 10th. These project placements are managed by Lisa Knightbridge who can be contacted on 99044266 for a briefing. Please also refer to the Winter 08 newsletter for more information. If you would like Lisa to contact you in respect to your interest in this placement block please note this in column 4, special requirements. Enter the number of students able to be accommodated in column 5, however we suggest a minimum of 2 as most projects are completed in pairs.