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Supervised Professional Practice/Field Education

Contacts and Queries:

All general queries must be directed to Monash Connect in the first instance at [https://my.monash.edu.au/askmonash/](https://my.monash.edu.au/askmonash/) and follow the instructions there.


Dr Grace Brown
Director Field Education (Academic)

Lesley-Caron Veater
Manager, Partnerships and Clinical Placements

Catherine O’Kane
Clinical Placement Assistant
Email: fieldeducation@monash.edu

Communication with university staff– important!

EMAIL PROTOCOL

Students must communicate from student e-mail accounts only. We are not permitted to respond to emails about your placement arrangements or academic history coming from an unverified source.

Students are required to provide the following information when emailing Field Education Staff:

Subject line: Student Name/Placement Type/Query or Topic
Examples: Susan Brown/SWM5108/Planning Form & Resume attached
Bob Green/SWK3180/Placement in my Workplace query?

Attached documents should also be named accordingly.

Example: Bob Green.SWK3180.Application Workplace Placement
Sue Brown.SWM5103.Application for RPL

SUPERVISED PROFESSIONAL PRACTICE

The Department of Social Work at Monash has a well-developed supervised professional practice program servicing students undertaking Social Work degrees.

Supervised Professional Practice (SPP) is a structured educational program which provides students with the opportunity to undertake a minimum of 1,000 hours in at least two field education subjects. These hours must be completed within the normal working hours / days of the organisation hosting the placement. No leave of any kind may be included in this requirement; that is, the full 1,000 hours must be completed.

The placement is undertaken in a Human Service Organisation 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 in a practice environment.

Principles guiding Supervised Professional Practice

FACULTY GUIDELINES FOR SUPERVISED PROFESSIONAL PRACTICE

Faculty of Medicine, Nursing and Health Sciences, Clinical/Fieldwork Placement Procedures and Behaviour Guidelines outline the general principles guiding supervised professional practice. These guidelines can be found at: http://www.med.monash.edu.au/socialwork/fieldeducation/
SOCIAL WORK DEPARTMENT VISION

‘Leading socially just and sustainable change’

SOCIAL WORK DEPARTMENT 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’

- 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 2012)

PROFESSIONAL SOCIAL WORK PROGRAMS AT MONASH

Monash University offers students a variety of pathways to professional social work qualifications. Each of these programs is accredited with the Australian Association of Social Workers (AASW), and successful graduates become eligible for membership of the AASW on completion of their degree. These programs are - the Master of Social Work Qualifying (MSW (Q)); the Bachelor of Social Work (BSW); the Bachelor of Arts/Bachelor of Social Work (BA/BSW); and the Bachelor of Health Sciences/Bachelor of Social Work.

THE MASTER OF SOCIAL WORK QUALIFYING (MSW(Q))

Students entering the MSW (Q) require an undergraduate degree. The MSW (Q) is a two year degree that builds on knowledge obtained during previous studies.

These students complete two supervised professional practice components (totalling 1000 hours)
This degree is offered in on and off campus learning modes

THE BACHELOR OF SOCIAL WORK (BSW)

Students entering the two year BSW degree have undertaken two years prerequisite study at undergraduate first and second year level.

These students complete two supervised professional practice components (totalling 1000 hours)
This degree is offered in on and off campus learning modes

THE BACHELOR OF ARTS/ BACHELOR OF SOCIAL WORK (BA/BSW)

In the first year, students undertake an Introduction to Social Work and Arts 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 take some Social Work units and continue with Arts sub-majors. In third
year, the focus is on Social Work, and students complete the Arts major. The fourth year is exclusively Social Work.

These students complete two supervised professional practice components (totalling 1000 hours)
This degree is offered in on and off campus learning modes

THE BACHELOR OF HEALTH SCIENCES/ BACHELOR OF SOCIAL WORK (BHSC/BSW)
This is a dual track qualification that prepares graduates for careers in health & community development, health promotion and social work.

In the first year, students undertake a broad range of introductory units about health and social care, and an Introduction to Social Work unit. In the second year, students continue with the health science major and commence further Social Work units. In third year students finish the health science major and focus more on Social Work. The fourth year is exclusively 4th year Social Work units.

These students complete two supervised professional practice components (totalling 1000 hours)
This degree is not offered in off campus learning mode.

AASW Australian Social Work Education and Accreditation Standards

The social work programs at Monash are AASW accredited and therefore meet the ‘AASW Australian Social Work Education and Accreditation Standards’. As a leader in Social Work education, Monash University may set standards above the minimum requirements of the AASW as the professional body.

Practice Standards for Social Workers

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.

These practice standards are met in the learning objectives of supervised professional practice units (placement) by means of the Learning Agreement and Assessment Report (LAAR), which guides the field educator and student through the placement and final evaluation. Students and field educators are advised to familiarise themselves with these practice standards in order to meet learning outcomes.

The Practice Standards can be found at:  http://www.aasw.asn.au/practitioner-resources/related-documents

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:
1. The practice standards encompass the main areas of Social Work practice as follows:
2. Direct Practice
3. Service Management
4. Organisational Development and System Change
5. Policy
6. Research
7. Education and Professional Development

Timing and Duration of Placement

Placements are taken in the second part of the year, during semester two and each is for a minimum of 500 hours.

On campus learning students are required to undertake their placements full time.

Off campus learning students may request a part time placement at a minimum of three days per week.

Over a 12 month period there are two placement blocks at Monash:

- SWK3180 and SWM5018   June to September
- SWK4560 and SWM5103   September to December

Sick leave & ABSENCES during Placement

Students are not entitled to sick leave during placement. Up to 3 days with a medical certificate is allowable with days being made up. A longer period of sick leave must be discussed with the University Liaison as the placement may need to be recommenced at a later date.

Consequently students must:
- Advise their Field Educator and University Liaison of any days they are unable to attend placement due to illness
- Make up the days lost by adding equivalent days to the end of the placement

Holiday leave is not permitted during placement and cannot be negotiated.

Students in placement settings, where a break in agency opening days might occur must negotiate project tasks to be undertaken during the break. This must be noted in the Learning Agreement.

Learning Objectives

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.

The following table shows expected outcomes at completion of first and final placements:

<table>
<thead>
<tr>
<th>First Placement</th>
<th>Final Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Develop an understanding of and articulate relevant Social Work theory and how it can be integrated into the nine learning areas</strong></td>
<td>Demonstrate an ability to integrate Social Work theory with practice in each of the nine learning areas.</td>
</tr>
<tr>
<td><strong>Demonstrate an ability to interpret professional Social Work ethics and familiarity with the AASW Code of Ethics</strong></td>
<td>Demonstrate an ability to practice in accordance with professional Social Work ethics and familiarity with the AASW Code of Ethics</td>
</tr>
<tr>
<td><strong>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</strong></td>
<td>Demonstrate professional Social Work practice skills, values and attributes including an understanding of the nature of professional roles and responsibilities</td>
</tr>
<tr>
<td><strong>Articulate and explore personal values and conflicts in Social Work settings</strong></td>
<td>Demonstrate an ability to identify and manage value conflicts in Social Work settings</td>
</tr>
<tr>
<td><strong>Articulate an awareness of a range of Social Work intervention strategies applicable to work with individuals, families and communities</strong></td>
<td>Demonstrate an understanding of a range of Social Work intervention strategies applicable to work with individuals, families and communities</td>
</tr>
<tr>
<td><strong>Demonstrate an understanding of multi-dimensional assessment and plan appropriate intervention, including evaluation of outcomes, for a range of individual, family and community problems</strong></td>
<td>Demonstrate an ability to assess and plan appropriate intervention, including evaluation of outcomes, for a range of individual, family and community problems</td>
</tr>
<tr>
<td><strong>Develop an understanding of the principles and purpose of Social Work supervision and its effectiveness in Social Work practice</strong></td>
<td>Demonstrate an ability to appropriately and effectively utilise professional supervision to explore professional practice and to enhance competence and professional identity</td>
</tr>
<tr>
<td><strong>Develop an understanding of critical and reflective Social Work practice.</strong></td>
<td>Demonstrate an ability and commitment to critical and reflective Social Work practice</td>
</tr>
<tr>
<td><strong>Demonstrate an understanding of the nature of working in an organisational context and professional behaviour that is consistent with organisational aims, policies and objectives</strong></td>
<td>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</td>
</tr>
<tr>
<td>Develop an understanding of the AASW Practice Standards and how they relate to Social Work practice.</td>
<td>Demonstrate competence in meeting the AASW Practice Standards in Social Work practice</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **MSW(Q) STUDENTS ONLY**
Demonstrate an ability to carry out a piece of research and articulate its relevance to Social Work practice |
**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. 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.

**Insurances**

Monash University has appropriate insurance coverage including Personal Accident Insurance which provides capital, medical and loss of income benefits for all currently enrolled Monash University students and Public Liability: [Insurance Coverage Information and Documents](#)

**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.

For more information please see *Faculty of Medicine, Nursing and Health Sciences, Clinical/Fieldwork Placement Procedures and Behaviour Guidelines: Policy 7*

**Risk Management**

Students must be informed about and consequently adhere to occupational health and safety matters which are applicable to students working in the placement organisation.

For more information please see, *Faculty of Medicine, Nursing and Health Sciences, Clinical/Fieldwork Placement Procedures and Behaviour Guidelines: Policy 7*

**Ethical Responsibilities**

Students and field educators are accountable to the AASW Code of Ethics for their actions during field placements. Field educators should refer to category 5.5.1 of the AASW Code (2010, p.35) to clarify their specific ethical responsibilities to students.

Confidentiality guidelines and policy are clearly outlined in the *Faculty of Medicine, Nursing and Health Sciences, Clinical/Fieldwork Placement Procedures and Behaviour Guidelines pp.4-6*
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.

Please refer to the Faculty of Medicine, Nursing and Health Sciences, Clinical/Fieldwork Placement Procedures and Behaviour Guidelines: Student, School/Departmental and Supervisor Responsibilities

RESPONSIBILITIES OF STUDENTS, FIELD EDUCATORS, AND UNIVERSITY LIAISON VISITORS

The following sections of this manual referring to field educator and student responsibilities should be read with reference to the Faculty of Medicine, Nursing and Health Sciences, Clinical/Fieldwork Placement Procedures and Behaviour Guidelines: Student, School/Departmental and Supervisor Responsibilities: Faculty Clinical Placement Procedures & Behaviour Guidelines

Responsibilities of field educators/supervisors

Students will be supervised by a qualified and experienced social worker known as the professional field educator. Professional 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. Professional 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 field educator known as the ‘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, field education 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
- ensure self-care strategies for the student are implemented throughout the placement

(NB: it is expected that students will contact the student counselling or other community services for help when issues of a personal nature arise while on placement).

Field Educator responsibilities

- 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
- The field educator is required to have direct knowledge of a student’s practice experience, as this will form the basis upon which the evaluation of the student’s functioning can be provided.
- Keep a written record of supervision and evaluate with students their field education performance at regular intervals and at the end of the placement.
- Make themselves available for liaison visits with the student and the University liaison staff to discuss the student’s professional development
- Assess student learning in each of the nine learning areas in the LAAR at the mid-point and the end of placement
- Review one piece of formal written work: 1500 word Case Study. It should be noted on the student’s final report that this piece of work has been assessed and considered satisfactory.
- Assess student capability and provide a rating for each of the 9 learning areas in the LAAR at mid and end of placement. NB: The field educator consults with the student and the university liaison person when issues regarding student performance are of concern.

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 responsibilities of students are clearly outlined in the Faculty of Medicine, Nursing, and Health Sciences Clinical/Fieldwork Placement Procedures and Behaviour Guidelines: Policy 1 - Policy 7

Student responsibilities are to:

- Arrange a National Police Check, Working with Children Check and compulsory immunisations. Non-compliance will result in placement arrangements being put on hold or cancelled. The Department of Social Work is not permitted to allow students to commence unless Faculty requirements are met, guidelines available from the Faculty website: [http://www.med.monash.edu.au/current/student-forms.html](http://www.med.monash.edu.au/current/student-forms.html)
- Calculate due dates for their assessments, diarise them and advise their field educator and their University Liaison
- Familiarise themselves with the requirements of the placement organisation 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), complete all assessment requirements and ensure assessments are sent to the liaison person by the due date for feedback, and when the liaison gives approval upload the assessment documentation to the Moodle site.
- Facilitate opportunities for their own learning and professional development during the period of the placement
- Be 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
- Be available for evaluation meetings or teleconferences with the field educator and University liaison person, and prepare material for these as required
- Demonstrate professional behaviours in accordance with the AASW Code of Ethics and the Code of Conduct for Social Work Field Education
- Demonstrate a professional attitude when working with clients, agency staff, referring agencies, and university social work staff
- Organise the mid placement review liaison visit

Responsibilities of University Liaison Staff

The purpose of liaison is to support and guide both the student and the field educator. The liaison is the first person the student or the field educator should contact if issues arise on placement or if information is required from the university.

The responsibilities of the liaison person are to:

- Communicate to field educators and agencies the policies and objectives of the Department of Social Work
- Liaise with field educators and students during placement
  - To provide support to the field educator and student, and assist in resolving any difficulties which may develop in the placement
  - This includes a minimum of one telephone call/email to the student during the first three weeks of placement, an on-site liaison visit around Day 35 of placement and another telephone/email contact close to the end of placement.
- Provide educational consultation and facilitate the learning process occurring on placements.
  - In particular, the University liaison person should receive copies of all assessment documentation and give feedback to the student about this documentation and permission to submit the assessment on Moodle
- 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 University.
- Following mid placement review - advise the Department of Social Work Field Education Director of students at risk of failing and details of interventions arranged.

Each student must have at least one liaison visit during the course of each placement (this is the minimum required by the AASW).
Pre-placement requirements

There are a number of pre-placement requirements that must be met. If these requirements are not met a student will not begin placement.

*The Faculty of Medicine, Nursing and Health Sciences, Clinical/Fieldwork Placement Procedures and Behaviour Guidelines: Policy 1* outlines ‘student responsibilities prior to commencing placement’ and *Policy 2 of this document* gives information about ‘Conditions Preventing Students from Commencing the Placement.’ It is the student’s responsibility to read and note the requirements outlined in this document.

Faculty & legal requirements

Students are required to undertake a National Police Check and Working with Children Check at the very beginning of the year and upload to the online InPlace system by 31 March.

*A student cannot commence placement without a valid police check, working with children check and evidence of completed immunisations*

We are required to provide evidence to the Faculty. The Faculty requires receipt of the evidence before placements can commence.

National police check

Students without current police checks must apply online via the Fit 2 Work system at the beginning of semester one and by end of March. Students will be provided with the link to Fit 2 Work in both the Field Placement Planning email early in the year and their Moodle site.

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

Working with children check

All students are advised to check their state government requirements regarding WWCC and contact the relevant Justice Department website in your state for details to apply.

Immunisations

All students are required to provide evidence of up to date immunisations. A full list of required vaccinations and information is provided on the Faculty website: [http://www.med.monash.edu.au/current/student-forms.html](http://www.med.monash.edu.au/current/student-forms.html)
The Allocation Process

Allocation Procedures

- Students are provided with log in information for the InPlace system by the end of February.
- Students complete their InPlace profile, upload of resume’s and applications for security checks by 31 March.
- Those students who have provided the above evidence and required documents will proceed to the first allocation round which commences in March and continues through to September for both placement blocks. Priority is given to the June Block placements initially.
- June to September Block SWK3180 and SWM5108
- Sept to December Block SWK4560 and SWM5103
- Students being matched to major partner organisations are emailed their allocations first and provided with details for their pre-placement meeting during the allocation period.
- Students are matched according to their identified learning goals and geographic location
- Students located in regional Victoria or Interstate (only) will complete an additional section in InPlace, providing names and contact phone numbers and email addresses for local placement organisations. You must ensure that they are willing to consider a student placement and receive follow up from the University.
- Please note that due to variations in location and other factors all students cannot be allocated simultaneously.
- Allocation emails are sent out to students across the period March to September.
- When provided with the allocation email students are to research the organisation and ensure they are familiar with program services prior to pre-placement meeting.
- University staff will provide field educators with information about your year level, resume’ and the setting of your previous placement if relevant.
- If the organisation refuses the student a placement following pre-placement meeting, the University will source one further placement opportunity.
- Following pre-placement meeting students submit the completed Proposed Placement Offer Form signed by the agency representative or field educator and student. This must be returned to the University as soon as possible after the pre-placement meeting.
- On receipt of the signed Offer, the University Partnerships Manager will appoint a University Liaison and arrange social work supervision if necessary.
- When a University Liaison is appointed, a Confirmation email is emailed all parties the Field Educator, the student and the University Liaison.
- Placement is confirmed and able to commence.

Students located in regional Victoria and Interstate will be required to provide at least two contacts for local placement agencies they have researched via publicly available sources such as websites or agency documentation. The University will follow up with those contacts and discuss suitability. Under no circumstances do students arrange their own placements.
The pre-placement meeting

The purpose of the pre-placement meeting is for the supervisor/field educator and the student to discuss learning goals and objectives. It provides an opportunity to discuss the learning opportunities provided by the agency and students and field educators should prepare themselves well for the meeting.

Students are advised to:

- Find out about the agency and the community via their website prior to the preplacement meeting
- Read the annual report of the organisation prior to the preplacement meeting
- Prepare a resume or CV for discussion at the meeting  
  (Please consult the University Employment & Careers Development Unit:  
  http://www.monash.edu.au/careers/contact.html
- Bring a copy of the National Police Check and Working With Children Check
- Read the Learning Agreement and Assessment Report and prepare to discuss learning goals. For example what opportunities does the placement organisation offer for integration of theory into practice in each of the nine learning areas of the LAAR?
- The student should be on time. Think about parking, travel time, or where the closest public transport stop is. Use whereis.com/ Arrive at least 10 minutes early.
- Take a copy of the ‘Proposed Placement Offer Form’ for discussion with the field educator. If it is agreed at the pre-placement meeting that the placement will commence the supervisor/field educator is required to fill in this form at the end of the meeting so that the student can lodge the form with the university.

More information about preparing for the pre-placement meeting is available for students on Moodle.

Proposed placement offer form

These should be returned via email or in person to the Clinical Placement Assistant in the Dept. of Social Work, as soon as the pre-placement meeting has occurred.

Placement Consent Form

These should be returned via email or in person to the Clinical Placement Assistant in the Dept. of Social Work, as soon as the pre-placement meeting has occurred.

Confirmation email

When the pre-placement meeting has been successfully undertaken, the signed Offer Form returned and the Liaison staff appointed, the student, field educator and liaison will be emailed a formal confirmation of placement notice.
# STUDENT PRE-PLACEMENT CHECKLIST

The following forms must be completed and lodged before placement commencement. The student cannot begin placement if these requirements have not been met.

<table>
<thead>
<tr>
<th>Forms completed and lodged BEFORE starting Placement</th>
<th>YES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Planning Form – Provided to students February/March Complete and Return with Resume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Police Check – APPLY PRIOR TO END MARCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBMIT Police Check to University for verification: Bring original in person, OR, submit certificate copy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with Children Check – APPLY PRIOR TO END MARCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBMIT Working with Children Check to University for verification: Bring original in person, OR, submit certificate copy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBMIT EVIDENCE OF IMMUNISATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBMIT completed Proposed Workplace Placement Request Form – students wanting a placement in their place of work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBMIT completed PROPOSED PLACEMENT OFFER FORM – immediately following pre-placement meeting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBMIT completed Professional Practice Consent Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure you have received a Placement Confirmation email from the university prior to commencing!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Integration Days at University

Students are required to attend Integration Days at University as part of their placement. The purpose is to integrate social work theory, the Code of Ethics, and the Practice standards into the placement experience. Integration Days also provide students with an opportunity to come together with other students to debrief and share their placement experiences.

Students will be informed of the dates prior to placement commencing and are responsible for advising their placement organisation and field educator of university attendance requirements at integration days. Integration days are counted as placement days.

On campus learning students are required to attend on campus integration activities.

Off campus learning students are required to participate in integration activities via the Moodle site for supervised professional practice, and placement time should be allocated for this purpose.

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

Protocol for resolving issues

In all circumstances a discussion about the issue must first occur between the student and field educator. If the issue requires clarification from the university about university procedures the university liaison person should be contacted to assist. The university liaison person should also be contacted if the problem is not easily resolved.

Circumstances in which a Placement is terminated

1. Please read the Faculty of Medicine, Nursing and Health Sciences, Clinical/Fieldwork Placement Procedures and Behaviour Guidelines Policy 5: Conditions preventing students from continuing placement

2. The student must not withdraw him or herself from the placement without the written approval from the field work team at the Department of Social Work. This will constitute a failure in the Supervised Professional Practice (Field Education) unit.

3. 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
4. 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)

**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. AASW regulations stipulate that no placement can be shorter than 40 days, and credit for placement days attended 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 from the Field Education Director.

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 field education placement. Assessing the student’s performance during placement is conducted through the Examination Board.

The Examination Board consists of the:

- Field Education Director
- Course Coordinator
- University Liaison Person

The Examination Board considers reports (which are required to be lodged within 2 weeks of the placement termination) from the student, field educator (this report must include assessment by the field educator i.e., a rating for student performance according to the learning areas outlined in the LAAR) and University liaison person.

The Examination Board will decide whether the student will 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.

**Receiving a fail and appeals/complaints process**

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.

Assessment requirements for both Placements

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 incorporates the learning agreement which guides the student and the field educator through the placement and also serves as the mid and final assessment documents.

Students submit all assessment documents, to the Moodle site following consultation with their field educator and university liaison person. Clear instructions about each assessment and submission of assessments, can be obtained from the Unit guide on the Moodle site. It is the responsibility of the student to ensure that assessment documents are completed and submitted on time. For any issues associated with assessment students must contact the university liaison person.

As the assessment requirements relate to the work being undertaken by the student on placement it is expected that time will be made available during the placement for students to complete these requirements. This time should be negotiated with the field educator during supervision.
## Timelines for the student 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.

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of placement and orientation</td>
<td>WEEK 1</td>
</tr>
<tr>
<td>Orientation</td>
<td>WEEK 2</td>
</tr>
<tr>
<td>Supervision arrangements discussed and confirmed</td>
<td>WEEK 2</td>
</tr>
<tr>
<td>Draft Learning and Assessment Report (LAAR) is due to the University liaison person.</td>
<td>DAY 15</td>
</tr>
<tr>
<td>Student will contact the University liaison person to arrange the liaison visit.</td>
<td>WEEK 4</td>
</tr>
<tr>
<td>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 will also attend the meeting.</td>
<td>WEEK 7 - 9</td>
</tr>
<tr>
<td>Critical Learning Analysis.</td>
<td></td>
</tr>
<tr>
<td>Contact by telephone/email between the liaison and student to discuss placement and written work</td>
<td>WEEK 11</td>
</tr>
<tr>
<td>Assessment due: Case Study. All documents relating to placement need to be submitted electronically to the University liaison person.</td>
<td>WEEK 12</td>
</tr>
<tr>
<td>Placement finishes this week</td>
<td>WEEK 14</td>
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</tbody>
</table>