

FIELDWORK FAQS

The intention of this information is to supplement the more detailed information contained in the Fieldwork Manual and the Information to Students Guide. You are encouraged to read these sources of information in detail and familiarise yourself with all aspects of the Fieldwork Placement.

WHEN DOES PLACEMENT COMMENCE?

Students undertaking first placement SWK2160 undertake the placement September – November. In the first half of the semester (July –September) they undertake the skills component of SWK2160 and other theory subjects.

Students undertaking the second placement in SWK3360 undertake placement during the period July – September and then return to the campus (September – November) for the skills component and the other final theory subjects.

HOW LONG IS THE PLACEMENT?

In accordance with the standards and requirements outlined by the Australian Association of Community Workers (ACWA) and the outline set down by the University, each placement will be 320 hours or eight weeks/40 days.

CAN I APPLY FOR CREDIT OR RECOGNITION OF PRIOR LEARNING (RPL)?

The University grants credits for previous learning where this is assessed as equivalent to Monash University study. Credit is where a student is assessed and considered to previously have completed the equivalent of a unit or a proportion of the course through formal study (see credit transfer) or other study, work o life experience (see RPL). Students may receive credit for the unit or a proportion of the unit. Students should refer to the RPL documentation also on this site.

ARE PUBLIC HOLIDAYS COUNTED TOWARDS PLACEMENT DAYS?

Yes, public holidays are counted towards your placements.

WHAT HAPPENS IF I GET SICK?

As with the requirements of the work place you need to ensure your supervisor is aware that you are unwell and wherever possible you should obtain a medical certificate as is the practice in the work place. If you are unwell for more than three days you will need to make up the time lost on placement.

CAN I UNDERTAKE MY PLACEMENT ON A PART TIME BASIS?

You may undertake a placement on a part time basis. However, this must be at least three days per week as any less time will compromise your learning outcomes as well as being very difficult to organise as most agencies cannot offer placement for less than three days per week.

CAN I ORGANISE MY OWN PLACEMENT?

No, students **MUST NOT** organise their placements directly themselves. Protocols exist among the various educators about sharing placements as well as some organisations having particular agreements with educators.

If you are thinking about approaching a particular agency please discuss this with the Fieldwork staff **BEFORE** you make any approach.

CAN I DO A WORK BASED PLACEMENT?

Some students are already employed in the human services sector or undertake voluntary work in that sector. Accordingly, some students request to undertake their placement in that agency. In exceptional circumstances (that is where no other options are available and the Fieldwork Coordinator can be convinced that the student's learning will not be jeopardised) such a placement may occur provided:

1. During the placement the student has a reduced and protected workload to ensure that learning goals are given precedence;
2. The student is allocated tasks that are different from those usually undertaken, preferably located away from the usual work place/tasks;
3. The student must be supervised by an appropriately qualified supervisor who is **NOT** their usual line manager/supervisor;
4. The agency supports the request via a letter outlining that the employer accepts the spirit of the fieldwork placement and that the above conditions can be met; and
5. The arrangement is confirmed in writing by the Fieldwork Coordinator.

CAN I DO MY PLACEMENT IN RURAL OR INTERSTATE LOCATIONS?

Yes. Students need to outline on the placement preference form where they would like to do their placement and then begin to liaise with relevant Fieldwork staff to establish the placement. You need to be mindful that students are responsible for their own accommodation, travel and living expenses under such an arrangement.

CAN I DO AN INTERNATIONAL PLACEMENT?

There are some (limited) opportunities to undertake an international placement. Early planning for such a placement is vital and you need to contact the Fieldwork Coordinator well in advance of the proposed dates in order to arrange this. You need to be mindful that

students are responsible for their own accommodation, travel and living expenses under such an arrangement.

AM I COVERED BY INSURANCE WHILE ON PLACEMENT?

Monash University has a Personal Accident Insurance Policy which provides capital, medical and loss of income benefits to all currently enrolled Monash University students. The policy cover applies to students undertaking Fieldwork placements.

DO I NEED A WORKING WITH CHILDREN (WWW) CHECK?

All students need to obtain this check as most organisations require this.

WHY DO I NEED A POLICE CHECK ANNUALLY?

You need to have a current police check meaning it needs to be renewed annually. Please check the website:

<http://www.med.monash.edu.au/current/police-checks.html>

Students are **NOT** able to commence placement without fulfilling the police check requirement.

I HAVE A POLICE RECORD. CAN I STILL GO ON PLACEMENT?

There is no simple answer to this question and the decision will depend on the nature of the record and all circumstances relevant to the record. You need to confidentially discuss this issue with the Fieldwork Coordinator at the earliest possible time.