Bachelor of Youth Work

Professional Placement Manual - 2025
YWK2113 – Youth Work Professional Placement

Professional Placement website: www.ecu.edu.au/sah-professional-placement

WORLD READY —

Edith Cowan University (ECU) is committed to reconciliation and recognizes and respects the significance of Aboriginal and Torres Strait Islander peoples' communities, cultures and histories. ECU acknowledges and respects the Aboriginal and Torres Strait Islander peoples, as the traditional custodians of the land. ECU acknowledges and respects its continuing association with Nyoongar people, the traditional custodians of the land upon which its campuses stand.

Welcome to Professional Placement at Edith Cowan University (ECU), as a Bachelor of Youth Work student. I am excited for the learning and growth you will undergo over the time of your Placement experience.

This Professional Placement is designed for you to develop your skills as a worker in the Youth Work sector, whilst also providing a valuable service to young people and their communities.

ECU are constantly striving for improvement in the student experience and the experiences of community members, particularly in the field of Youth Work so please send feedback of this booklet and your Professional Placement experience.

I wish you well for this Professional Placement, and your future career.

John Sutcliffe

Course Coordinator - Youth Work
School of Arts and Humanities
Edith Cowan University

Contents

1.0   Professional Placement Team Contacts

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2.0 Course Information

The Edith Cowan University Bachelor of Youth Work provides a comprehensive program of study in the essentials of youth work. Students can choose complementary areas of study such as Aboriginal and Intercultural Studies, Addiction Studies, Family and Child Support; Community Work, Criminology, Psychology, Counselling, Visual Arts, Media and Communication, Events Management, and Outdoor Adventure.

This course equips students with knowledge and skills to work in leadership positions with young people and communities in a range of fields. These fields include youth work, humanitarian services, and policy and service development. The Bachelor of Youth Work sits within the School of Arts and Humanities.

The course comprises 11 core youth work units plus 12 electives. The youth work core comprises 10 theory units each worth 15 credit points plus the Professional Placement (YWK2113) unit that is worth 30 credit points and is a full year unit.

The WA Youth Work Code of Ethics is the core document which informs and guides the ethical practice of youth workers. Developed over a number of years, the Code expresses the values and responsibilities which are integral to and characterise the Youth Work profession. It is the set of standards that the WA Youth Work sector uses to guide professional practice.

Youth Work WA has a number of Roles including:
- Developing and maintaining the Code of Ethics for Youth Work
- Setting standards for Youth Work practice and education in WA

Graduates of an approved course can immediately demonstrate their eligibility for membership of a professional association, such as Youth Work WA. This is often required by employers and it provides graduates with a competitive edge.

Website: www.youthworkwa.org.au

3.0 Introduction to Professional Placement in Youth Work

YWK2113 Youth Work Professional Placement offers you the opportunity to explore your professional development needs and prepare for your future through a process of individual needs assessment, flexible self-directed learning, reflective practice, and the opportunity to apply theoretical concepts in your professional role. You will develop your own career goals and demonstrate you can meet all the Learning Outcomes and Learning Domains required to satisfy practice standards in your role of a professional youth worker. Learning domains can be found within the placement manual or your PebblePad portfolio.

The taught component of the placement is essential to the learning process. On-campus students must attend classes each week, and off-campus students must engage with the learning materials provided in the modules on Canvas. The materials help students to make the most of their placement learning and to collect relevant evidence of their learning for the PebblePad Portfolio. This portfolio is intended to assist students with the process of job applications when they graduate.

On-campus students who are not able to attend class in person during the first 3 weeks of semester one must enrol online and complete the online tasks. For on-campus students class attendance is an essential part of

the unit. Online students should expect to be able to navigate and use new software (PebblePad, SONIA, Canvas) using instructional video materials provided.

The ECU Youth Work Professional Placement serves three major purposes. It provides:
- Service for the community; you are assisting organisations to provide services for optimal development of young people.
- Teaching facility for ECU, you are to be supervised by qualified organisation staff and guided to deliver high quality services.
- Research; where more effective approaches to various challenges can be developed and evaluated.

On completion of this unit students will be able to:
- Integrate theoretical learning with practical application when working with young people.
- Identify risks to health, safety and well-being in the youth field placement agency and take appropriate actions to maintain safety and reduce environmental impact.
- Demonstrate the ability to appropriately select and apply a variety of youth work methods learnt through formal study or experientially during placements
- Develop a professional digital portfolio using PebblePad, which provides convincing evidence that satisfies all of the requirements of a professional youth worker, as specified in the digital portfolio requirements.
- Demonstrate competent use of technologies required for the placement role and the technology required for production of a professional digital portfolio.
- Demonstrate critical reflection and the willingness and ability to learn from experience during and after the supervised youth work placement
- Demonstrate career development using systematic processes.
- Take responsibility for own learning and engage in constructive dialogue with supervisors regarding personal development and evaluation in the placement context.
- Demonstrate ability to maintain constructive and ethical relationships with young people and colleagues, and appropriate professional judgement including when to seek assistance from others.

Prerequisites
YWK2113 Youth Work Professional Placement course specific pre-requisite rule - you must have passed 120 credit points of your ECU undergraduate degree before you can undertake the unit; successful completion of YWK1101 & YWK1220 is required.

Refer to the [ECU online handbook](#)

Emails and Social Media
Students should ensure that they use appropriate email and social media etiquette. ECU has policies on both that should be reviewed.

These are available at: [ECU Legislation and Policy Directory](#)

Email signatures are important to be included in all communication from students. They should include the following details:

Student Full Name	Example:
Course, Student Number	John Smith
Contact Phone Number	Bachelor of Youth Work 123456
	0432 xxx xxx

For emails outside of the university, the student may include "Edith Cowan University" in their signature. Due to confidentiality, students are advised to not share details of their placement on social media.

Placement Attendance and Timing
ECU maintains a flexible approach to the timing of the Professional Placements (within the confines of one academic year) and it is possible to negotiate the exact timing of hours and the range of tasks to be undertaken between the student and agency.

There is a requirement of 400 hours of supervised professional practice within agreed youth organisation/s.

In addition to the supervised professional practice, there are scheduled classes each semester to support placement learning. Students will be supported via emails, with at least one placement supervision visit (or placement supervision phone call or MS Teams meeting). There will be on-campus/ online sessions to support students in documenting their placement learning.

We ensure students receive the necessary induction before the placement begins. For this reason, attendance at class is essential for on-campus students.

4.0 ECU Expectation of Students

ECU expects students to:
- Demonstrate a high standard of honesty, integrity and social responsibility including adherence to relevant professional codes of ethics.
- Recognise your role as a representative of the University, School and of your course and conduct yourself in a manner that reflects well on the University.
- Represent the ECU values and mission.
- Meet with or communicate with your ECU mentor/supervisor/coordinator as required and complete all applicable forms (all signatures must be complete). These forms should be uploaded to SONIA or PebblePad.
- Maintain confidentiality and ensure you do not post comments which relate to any aspect of your placement experience on social media.
- Ensure you are fit for placement and let the agency supervisor and ECU placement supervisor know immediately if you become unwell.
- Students are to continue with placement during all semester breaks.

ECU has a Student Charter and University Rules. Even though students are participating in a workplace away from campus, the Student Charter and University Rules still apply. This is especially relevant to professional conduct and being a representative of the university. Student Charter

The student may be required to contact the workplace prior to placement to introduce themselves and consult with the supervisor regarding requirements for the commencement of placement. Students are advised to request a safety briefing as part of your workplace induction if there is not already one arranged for you. Student must not attempt or ask to perform tasks beyond the requirements of the placement activity.

Learning Outcomes

On completion of this unit students should be able to:
- Integrate theoretical learning with practical application when working with young people.
- Identify risks to health, safety and well-being in the youth placement agency and take appropriate actions to maintain safety and reduce environmental impact.
- Demonstrate the ability to appropriately select and apply a variety of youth work methods learnt through formal study or experientially during placements
- Develop a professional digital portfolio that provides convincing evidence that satisfies the all requirements of a professional youth worker, as specified in the digital portfolio requirements.
- Demonstrate competent use of technologies required in placement role and the technology required for production of a professional digital portfolio.
- Demonstrate critical reflection and the willingness and ability to learn from experience during and after the supervised youth work placement
- Demonstrate career development using systematic processes.
- Take responsibility for own learning and engage in constructive dialogue with supervisors regarding personal development and evaluation in the placement context.
- Demonstrate ability to maintain constructive and ethical relationships with young people and colleagues, and appropriate professional judgement including when to seek assistance from others.

5.0 Overview of the Placement Process

Preparation for Placement

- Obtain a Working with Children Check - Information can be found at placement webpage: www.ecu.edu.au/sah-professional-placement
- Research potential placement agencies on the web
- Complete the Professional Placement Nomination Form and email it to your ECU Placement Coordinator
- Set up SONIA for placement allocation informationn

What Next

- Attend the pre-placement interview once a placement has been allocated to you in SONIA.
- Upload WWCC to SONIA
- You will receive confirmation to commence placement from your agency contact person

On Placement

- Compile evidence and work on completion of Pebblepad Portfolio as you progress throughout both semesters
- Initiate email to Placement Coordinator at 50 hours requesting agency site visit or online videoconference. Include you agency supervisors details and the site address the ECU placement supervisor will visit you.
- Meetings with supervisor from ECU and the agency (approx 40 mins)
- Monitor completed hours and complete Log of Hours document signed off by your agency supervisor

Almost done!

- Ensure documents for the portfolio are signed and dated for your final portfolio
- Ensure your log of hours totals 400 hours.
- Prepare Pebblepad Portfolio for marking before the due date - refer to unit plan
- Note - Pebblepad submission is automatic / your Unit Coordinator will have automatic access to commence marking, once the due date has passed

6.0 Placement Requirements

These requirements include;

- Minimum of 400 hours within an appropriate youth organisation/s. The 400 hours may be undertaken at the same organisation, if that organisation is a multi-service provider then the student may want to work in different programs or service delivery areas to diversify their placement experiences.
- Placement must provide opportunities to meet the requirements of the learning domains of the placement unit
- Arrangements can be made to accommodate students who are already working in a youth work organisation but this must be approved by the youth work placement coordinator. If currently employed – this must be approved as suitable by the ECU Youth Work Placement Co-ordinator prior to Placement.
- Students who do not meet placement learning and unit requirements may be required to complete additional placement hours in order to pass the unit. This will be determined by the Youth Work Course Coordinator.

Student Role and Responsibilities

It is expected that students will be active agents of their own learning and development within the agency. This will require students to take responsibility for making their learning needs known and be able to receive and give feedback in a professional and reflective manner. As part of a working team, students will have to balance their needs against those of all stakeholders and the Youth Work WA Code of Ethics.

Student Expectations on Placement:

- It is the responsibility of the student, while on placement to maintain regular contact with the ECU Youth Work Placement Coordinator (email is preferred but a time can be organized to speak via telephone or to meet on campus);
- Online students are required to complete the online learning material (see modules in Canvas) and instructional videos; if the steps in the video are not completed correctly then your portfolio will not be set up correctly and you will have to re watch the videos to fix errors in the initial set up.
- On-campus students must attend all scheduled classes and participate in the required activities
- Return all relevant placement documents and forms (signed and complete) as outlined;
- Read and become familiar with all placement documentation about the Professional Placement found in this handbook and on Canvas;
- Comply with the placement organisation's confidentiality policy and otherwise maintain the confidentiality of the organisation's clients at all times;
- Comply with any reasonable policy, direction or procedure of the placement agency

The student role may include participation in:

- Case management;
- Youth development strategy;
- Working with groups;
- Policy development;
- Day to day operation of the agency;
- Reflecting and improving on professional practice; and
- Program development and evaluation.

Hours of Attendance

Students are required to attend placement during regular operational hours i.e. if an agency is open from 8am – 4pm, these are the hours that should be attended UNLESS this has been negotiated with the agency.

For staff meetings and agency training held outside regular business hours, these can be included. Students have the choice to complete either Senior First Aid or Mental Health First Aid, and this training is included in placement hours though must be completed in their own time and at the cost of the student. This must be completed by the beginning of semester two and the certificate uploaded to PebblePad.

The Log of Hours (Attendance form) must be completed and verified by the agency supervisor.

Breaks and Leave

Students are required to take a minimum 30-minute break after 5 hours of working. This is as per the Fair Work requirements. This break does not count towards your required hours.

In order to ensure that placements are structured to meet University requirements, mid semester break does not apply during Professional Placement. It is important to note, no leave of any kind may be counted towards the required hours. Students are not to take time off to complete assignments for this unit or for other units. Time taken to complete the portfolio does not count towards placement hours.

What is not included in placement hours
- Travel time to and from your placement location.
- Working on assessments.
- Completing your portfolio

Sickness or accident

On any day you are scheduled to be at placement, you must honour the commitment made to the placement agency and phone and explain your absence as early as possible within reason. (In an extreme case a responsible adult may phone on your behalf). If you are absent for more than 3 consecutive days, then please provide a medical certificate to the ECU Youth Work Placement Coordinator and Agency Supervisor.

Do not text your organisation supervisor to notify of your absence; it may be considered offensive. Please check protocol at your placement organisation about how they prefer you to notify them of all absence.

7.0 Planning for Placement

Enrolment in the Placement unit should be complete as early as possible. Placement cannot be sought for students who are not enrolled in the placement unit. Students are not able to log into the SONIA until enrolment has been complete.

Students are required to comply with agency OHS requirements.

Personal Preparation

It is important to organise as far in advance as possible for placement. Students must make sure that they plan for this year's commitment to placement. This includes organising leave from employment, assessing financial arrangements, travel time and childcare. Most placements will not be full time. Normally placements will require a minimum of 2 days per week or equivalent. Sometimes it is possible to complete more hours during vacation and fewer during semester, but this requires planning and cannot be assumed to be possible.

Disability or Health Conditions

If you have a permanent or temporary disability or medical condition that may affect you while you study, or if you are the primary carer of a family member with a disability or medical condition, you should contact our [Access and Inclusion Services]

Conflict of Interest

Students should declare any conflict of interest to the ECU Placement Coordinator. Especially situations which may influence the sourcing, negotiation and finalisation of a placement.

Examples of a conflict of interest for a student include:
- Being a member of any of a placement agency's governing bodies or committees.
- Current volunteering arrangements within a placement agency.
- Being a current client of the placement agency.
- Having a family member who is a current employee or client of the agency that may be considered a conflict of interest. Please discuss any concerns with the Placement Coordinator.
- Having a current or prior close relationship with someone at the agency.

A conflict of interest does not necessarily result in the withdrawal of a placement offer. Where possible, arrangements can be made to manage any conflicts of interest so that a placement can proceed.

Work based Placements
Students already employed in a youth work role can undertake placement in their workplace. This must first be discussed with the ECU Placement Coordinator. Following discussion with the student and their employer, a decision will be made about whether your employment is able to provide sufficient opportunities to advance your learning and whether appropriate youth work professional supervision is available.

Please contact the University Coordinator to discuss work-based placements.

University Travel Policy
Regardless of whether the student is being paid for the placement, if the student is located more than 50kms away from home, they should complete a Student Travel Approval Form to trigger the travel insurance. It can cover all parts of the insurance cover except medical expenses. Otherwise, students would only have access to automatic Personal Accident and General Liability cover for the placement activities.

Download the Student Travel Approval Form

Overseas Placements (when appropriate)
Students will need to notify and discuss their interest for an overseas placement with the Professional Placement Coordinator at least 6 months before placement begins. The Placement Coordinator will negotiate the placement and assist the student where possible though the student must actively seek to find their own placement overseas first then pass the details to the placement coordinator to follow up and to formalize the arrangement. The student must keep in contact fortnightly to inform the placement coordinator at ECU of their progress.

All overseas placements must be supervised as students in Australia are. Students must be responsible for communication regularly (fortnightly) with the ECU placement coordinator to track that the placement is progressing well. The student must take an active role in finding their own placement and then confirming with the ECU Placement Coordinator who must ensure the placement will meet the learning requirements. Video calling can be used in these placements at either the student or placement coordinator's request.

Scholarships
On occasion scholarships become available that cover the costs during placement. It is recommended that students refer to the link below for requirements and eligibility:
http://www.ecu.edu.au/scholarships/overview

For further information on Scholarships please contact the Student Hub

8.0 Placement Preparation and Requirements
Working with Children Checks
Students are required to obtain a Working with Children Check before a placement can be allocated. These documents should be uploaded to SONIA. If you are outside of WA, you will need to hold a current WWCC equivalent e.g., Blue Card.

Students are to contact Student Hub for the WWCC as they have pre signed WWCC forms required for placement. You will need to quote the unit code (YWK2113) and state you are a youth work placement student undertaking field placement this coming year. Students need to start this process of applying for their WWCC week one of semester one to avoid delay in the departments processing time for the WWCC's. If you are concerned about your check for example due to criminal offences we recommend you contact the ECU Youth work placement coordinator and arrange a time to meet if possible or for a phone call appointment. Information pertaining to criminal records is kept confidential with the Placement Coordinator and Course Coordinator.

Application information can be located on the Professional Placement website. All costs related to professional placement are the responsibility of the student.

Students are required to have a current National Police Clearance also. This is at the cost to the student. We recommend using the Australian Federal Police website to apply for a National Police Clearance.

DOCUMENT	ALL STUDENTS	COST	PROCESSING TIME
Australia: Volunteer National Police Check Australian Federal Police	YES	$25 (approx)	Up to 3 weeks from when application is received
Working with Children Check (Blue card for interstate students)	YES	$12.00 (approx)	Up to 12 weeks from application.
Immunisations	YES	Varies	Varies
CV/Resume	YES	N/A	N/A
CANVAS: WIL 2 Module Evidence	YES	N/A	N/A

First Aid Certificates
Students have the option to complete a Senior First Aid and/or Mental Health First Aid Training.

All students are responsible for obtaining a **Senior First Aid or Mental Health First Aid** at their expense. Upload your Certificate of completion to SONIA by week one, semester two. If you hold a valid certificate this will be accepted. This will be uploaded to your portfolio also.

You cannot successfully complete the unit without proof of completion.

Immunisation Requirements
As of December 2021, the WA State Government has mandated the Covid-19 vaccination for all community service agencies. It is believed that this will impact all placements.

Students should be aware that some agencies, such as hospitals require additional vaccinations. Each agency has their own requirements.

SONIA
SONIA is used University wide for placements. It allows students to be able to easily maintain their requirements for placement. In youth work you will use SONIA to upload Student Agreement, Insurance and Risk Assessment form, your WWCC, and your National Police Clearance (if required).

Your placement allocation will also be accessible in SONIA (once you have been allocated).

Students should watch the PowerPoint and short YouTube video available on the Placement webpage / Essential documents / SONIA – My Placement.

Name Badges
Upon enrolment, ECU will have a name badge made for you. This will be issued either in class or sent through the post. You are required to wear the badge during Placement, where appropriate; please check with your placement agency supervisor regarding the suitability of wearing your name in the workplace.

Please ensure your preferred name and your contact details are up to date in SIMO – under personal details.

If you misplace your name tag, you will be required to order another from the School at your own expense.

Placement Agency Allocation
Students are requested not to contact agencies directly. The Placement Coordinator has many contacts who maintain placement processes on behalf of their agencies. Agencies do notify of those who are outside this process and this could jeopardise the opportunity for placement.

Students who have been approached by an agency should contact the Placement Coordinator to discuss the details. The Placement Coordinator will follow this up and advise an outcome to the student.

An agency that has agreed to accept the student for placement has the responsibility of the following:

- Preparation and planning of appropriate agency activities

- Provide a safe and healthy work environment free from discrimination and harassment
- Provide a suitable workplace induction that includes policies (general, occupational health, safety procedures) and manuals relating to the agency including adequate time to read and comprehend the material
- Make available, within the resources of the agency, office space, appropriate means of communication, and assistance in completing assigned tasks
- Recognising the educational nature of a student placement by differentiating the contribution made to the agency by the student and the expectations placed on paid staff
- Provide opportunities for the student to attend agency meetings as well as work-related interagency meetings, training and professional development if possible
- Provide supervision for the student each week/fortnight. Meetings should be initiated via email from the student
- Attend the ECU Placement Coordinator site visit or video call meeting with both student and agency supervisor
- Reimburse students for any expenses incurred while undertaking agency business if this was directed by agency staff
- The Organisation must provide learning opportunities to meet the university requirements for placement as well as part thereof the Learning Domains.
- Students need to email their placement agency supervisor a copy of their Learning Domains and placement manual prior to starting placement.

Location

Prior to week one of semester one, students are required to submit a Student Information Form, providing as much detail as possible. ONLY when this is submitted to the Placement Coordinator can the process for Professional Placement allocation begin.

This placement form is located on Sonia.

Agency Supervision

It is the host agency's responsibility during placement to provide a supervisor who:
- is an appropriately qualified person involved in active practice in the organisation;
- is not an undergraduate student currently enrolled in this course at ECU;
- will be responsible for the onsite supervision and learning of the student;
- is someone who is capable of providing continuity in supervision and supporting the student's learning

It is the responsibility of the supervisor in the host organisation to:
- support the student to meet the requirements in each learning domain
- encourage the student to think critically and reflectively in regard to practice;
- in collaboration with the student, complete the Placement Risk Management Agreement prior to commencement of the Professional Placement; provide direction, mentoring and guidance of the student (students are required to upload this to PebblePad);
- provides the student with an orientation to the organisation noting requirements of operations including Workplace Health and Safety;
- be available for discussion with the student and ECU Placement Coordinator during the placement regarding the performance of the student;
- contact ECU Staff immediately if there are concerns about the student performance and or reliability;
- complete the Host Supervisor Report located in Sonia at the conclusion of placement and return to the ECU Placement Coordinator.

Changing levels of responsibility

As students' progress through the course they will be expected to gradually take on increasing levels of responsibility. Early in the placement a student will be expected to assist an experienced youth worker in working directly with young people. Students should not normally be left alone with a group of young people at this stage of their placement.

After a student has completed approximately 100 hours of placement they can be given more responsibility and will begin to work autonomously with young people. Perhaps at 200 hours of placement they are expected to demonstrate that they can take responsibility for planning and implementing programs with groups of young people. As more hours are completed and experience and confidence gained, students are expected to work by themselves with individuals or groups, with a more experienced youth worker available to support upon request. This arrangement will help students develop skills and provide support while they

learn about the organisation.

By the end of the placement year a student should be able to demonstrate that they are able to take on all aspects of the role of a youth worker, take responsibility for a group of young people, and to work professionally and ethically within the policies of the organisation without direct supervision from other workers. Toward the end of the placement year students will agree to tasks with their supervisors' approval and then be expected to organise their own plan of work and to complete this without daily supervision. Throughout the placement/s students are required to produce their ECU digital 'PebblePad' portfolio that shows evidence of particular skills acquisition.

Pre-Placement Interviews

After the selected organisation has been confirmed by the Professional Placement Co-ordinator, you are required to research the allocated organisation and prepare for your pre-placement interview. All required forms are located within the placement manual or on the Placement website.

Please discuss the following during your interview:
- Hours/days of attendance;
- Any specific dress requirements;
- Orientation which must include Workplace Health and Safety;
- Procedure for accident, illness, emergency or absence;
- Tasks to be undertaken as a part of the Student Placement Agreement;
- Apply Youth Work WA code of ethics;
- Completion of Student Placement Agreement;
- Provide a certified copy of your Working with Children Check (WWCC) (or if interstate, a Blue Card) to your placement organisation;
- Any special requirements you have must be noted on the Student Placement Agreement Form
- A copy of your learning domains;
- National Police Clearance (if requested by the agency)
- Email a copy of the placement manual to your Agency supervisor prior to attending your pre-placement interview.

Rejection or Withdrawal of an Offer

If an agency decides to decline/withdraw a placement offer following a preplacement interview, it is helpful if the agency can let the ECU Youth Work Placement Coordinator know the reasons. This will enable the University Placement Coordinator to have a constructive discussion with the student.

9.0 Assessments

> **It is essential that on campus students attend the PebblePad Set Up Classes in Weeks 1, 2 and 3 of semester one. Students who miss more than one of these classes must enrol as an online student and complete the online tasks that cover this learning.**
>
> Online students will follow the videos on Canvas and post any difficulty with PebblePad set up to the Discussion Board. This will be checked weekly and addressed.
>
> The PebblePad Workspace also contains documents and information associated with this unit.
> All assignment submissions for this unit will be completed via the PebblePad platform.

Assessments are due by 5pm on Friday of the week nominated below and are the same for on-campus and off-campus students. Please check the unit site on Canvas for current timetable and semester schedule.

	Assessment		Due	Mark
1	Mid-year Review of Portfolio Assessment	Semester 1	Week 11	Pass/Fail
2	Final Submission of Portfolio Assessment	Semester 2	Week 11	Pass/Fail

It is mandatory to pass both assessments, the Mid-Year Portfolio Review, & Final Portfolio submission to pass the unit.

Assessment 1: Mid-Year Review of Portfolio Assessment

Mid Placement your portfolio will be reviewed. At this point students must have completed:

- Placement research in PebblePad about your agency
- Lodged placement checks in SONIA.
- Working with Children Check & National Police Clearance document's uploaded to SONIA
- About ME page in PebblePad complete
- Made substantial progress towards completion of at least TWO Learning Domains, including the Commentary for each and have collected some relevant evidence towards completion of at least two other Learning Domains.
- Must have made regular reflective journal entries (at least one per week whilst on placement – 500 word minimum per reflection)

Assessment 2: Final Submission of PebblePad Placement Portfolio

The Professional Placement Portfolio is a prescribed set of documents and forms located in PebblePad.

These include:

- Student Forms Checklist;
- Placement Risk Management Agreement;
- Record of Attendance (Log of Hours) form;
- Host Organisation Supervisor Report;
- Evidence that you have satisfactorily addressed ALL of the learning domains in your PebblePad portfolio. The materials for this unit will help explain and provide ideas as to what evidence is and how to apply this to the PebblePad final assessment.

Submission of assessments

Assignments one and two are submitted electronically online via the PebblePad Atlas Workspace, this is an automatic submission process. All forms, documents and placement evidence must be uploaded to the digital PebblePad portfolio.

Once the due date of the PebblePad portfolio assessment has passed, you will not be able to upload work or edit the portfolio submitted to the PebblePad Atlas Workspace. The version stored on the Atlas workspace will "lock" and remain unchanged even if you make changes to your own copy of the portfolio. Any work uploaded after the due date will not update the submitted version.

Assessments are due by 5pm on Friday of the week nominated and are the same for on campus and off campus students. See the Assignments tab on Canvas.

Students with previous and/or current experience/employment in youth work

Students are welcome to discuss their previous and current youth work roles and experience with the Placement Coordinator. Placement is about the learning experiences and satisfying the requirements of all the Learning Domains. Previous and current youth work experience can provide a foundation for extending your learning and skills.

10.0 Resolving Difficulties on Placement

It is recommended that all parties adopt a solution focused problem solving process to address issues that arise on placement.

This involves the following process:
- The student and Agency Supervisor should attempt to address and resolve any minor issues that arise through discussion and/or supervision
- Where it is useful the University Placement Coordinator as soon as possible to try to resolve the situation to the satisfaction of all parties.

Significant Concerns

In a small number of cases, issues are more serious and require input and support from other staff. When a student or Agency Supervisor becomes aware of a significant placement concern, they must immediately alert the ECU Professional Placement Coordinator.

Examples of significant concerns are:
- Unresolved conflicts likely to cause a breakdown of the placement
- Indications that the student may fail the placement
- Sexual or other harassment
- Unsafe working conditions
- Unlawful discrimination by the student or supervisor
- Serious or deliberate breach of relevant codes of conduct, policy, procedure or legislation
- Falsification of records
- Continued reliability of student at placement

Role of the Placement Coordinator

The University Placement Coordinator will provide support to students and supervisors throughout the placement and will monitor the progress of the student in terms of quality and quantity of evidence collected in the digital portfolio, progress towards completion of Learning Domains, student attendance as per agreed with the placement agency and total hours completed.

This will be in the form of:
- Review of Portfolio content and progress;
- Placement visit and/or video conference;
- Supervision discussions;
- Other communications (Discussion forum; in class; email)

For placement communications please email queries through to your ECU University Placement Coordinator.

Alternatively contact the School of Arts and Humanities administration team: (08) 6304 5482 who will contact the relevant Youth Work staff member.

Withdrawal

If a student decides to withdraw from the unit, the placement will be terminated. Students must inform the ECU Placement Coordinator by email in the first instance if they plan to withdraw from the unit so that the agency can be informed that you will not be returning to placement.

Except in exceptional circumstances, students should discuss possible withdrawal from the unit with the ECU Placement Coordinator, and where appropriate the agency supervisor, before the decision is finalised. An exit interview will be conducted by phone or email.

Please refer to the University website: <u>Withdrawal from Placement</u>

Unsatisfactory Grade
Students who are awarded a fail grade for placement by the organisation or for the final PebblePad assessment, you may be required to repeat the placement unit or undertake further hours at a different or at the same placement.

As Placement units constitute part of the academic requirements for the Bachelor of Youth Work, students are reminded that a unit may only be taken three times. ECU has the responsibility for deciding and awarding the final mark. Completion of placement hours is not a guarantee of an automatic Pass for the unit.

11.0 Placement Schedule
Please refer to the Canvas site (under Syllabus) for a more detailed Schedule.

Semester One	
Week 1 - 7	Classes
Week 8 - 11	Placement – no classes Online material available **Assessment 1:** Mid-year Pebblepad Portfolio review (**due Week 11**)
Week 12, 13	Integration and Mid-Year Unit Review

Semester Two	
Week 1 - 4	Classes
Week 5 - 11	Placement – no classes Online material available PebblePad Portfolio due **Assessment 2**: Final Pebblepad Portfolio Submission (**due Week 11**)
Week 12	Integration Seminar
Week 13	Placement debrief

Forms and Documents

Bachelor of Youth Work

YWK2113 – Youth Work Professional Placement

Where signatures are required, please print a copy of the completed documents and upload to PebblePad Learning Portfolio.

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12.0 Forms and Documents

Placement Check List

This is not a required document but to assist with planning for placement.

Required Documents/ Actions Must be complete and uploaded to your PebblePad portfolio before you can commence any placement.	Complete
Read *Skills Areas for Professional Placement* (attached)	
Student Information Form (via SONIA)	
Certified copy of your Working With Children Check uploaded to SONIA	
National Police Clearance uploaded to SONIA	
Complete Senior First Aid and/or Mental Health First Aid by start of Sem 2	
Documents for Pre-Placement Interview	
Research organisation and what they do for Placement Nomination Form	
Prepare copies of ECU Insurances (available via Professional Placement website) General and Products Liability (Public Liability) Personal Accident Practicum Students Professional Liability (Personal Indemnity)	
Request copy of Organisation Public Liability Certificate of insurance and upload to Portfolio	
Placement Risk Management Agreement (via SONIA)	
Complete Placement Details in PebblePad	
Post Placement Documents	
University Placement Coordinator and Student Meeting Report (attached)	
Host Supervisor Report (via SONIA)	
Student Placement Log of Hours (attached)	
PebblePad Placement Learning Plan complete	
Learning Domains are complete with primary and secondary forms of evidence along with commentary for each learning domain is complete	
Portfolio declaration signed off in the portfolio	

References
Youth_Work_WA website
Code of Ethics for Youth Work

Skill Areas for Professional Placement

"An assistant youth worker role who works with young people under the direction and supervision of a more experienced youth worker"

Youth Work units studied	Theory/Practice assessment: Core skills	Practice Notes
Semester 1 YWK1220 Youth Issues CSV1103 Interpersonal and Helping Skills	Begin to collect together evidence of any voluntary work or paid work you have completed Self-awareness and Applied interpersonal skills Begin to build a resource file on referral agencies. This is an on-going task throughout your studies	In order to meet these outcomes, most students will have the opportunity to develop team-working skills by working at a youth camp or residential course as part of the staff team. If you are already working in agency on a part time basis or as a volunteer, consider practicing and developing these skills during your first year, alongside your theoretical learning. You can complete up to 135 hours towards your placement before you enroll in the unit, but you must agree this in writing with the placement coordinator. This enables insurance cover and proper supervision
Semester 2 YWK1101 Principles of Youth Work CSV3203 Working with Groups	Working with groups of young people Add to your resource file if you find any information about youth agencies Update your evidence of any voluntary work or paid work you have completed	Relevant assignment work from group work unit should be kept as evidence for your portfolio. Make links with theory via discussion during placement interview. Include references in commentary or reflective journal.

Table 2: Between 120 – 300 hours

"Dependable youth work professional who becomes more autonomous during the course of this year"

Youth Work units studied	Theory/Practice assessment: Core skills	Practice Notes
Semester 3 YWK 3107 Ideology and YW practice CSV3113 Vulnerable People in Communities YWK3203 Theories of Youth YWK2113 Practicum (Youth Work)	Working with individual young people, using interpersonal skills and helping skills, begin working with young people, document your progress by the end of semester 1 Applied interpersonal skills Update and complete resource file on referral agencies, ready for assessment at the end of semester 1. First Aid certificate, complete by the end of semester 1 Health & safety Audit, complete by the end of semester 1 Working with groups of young people, begin to develop ideas for a group project with your supervisor, document your progress by the end of semester 1.	An important component of the Prac is to develop skills in working one-to- one with young people, including mentoring and case work skills. By this point you should be starting to work autonomously. You should also be starting to establish some of your own contacts and referrals within the field. Keep records of your contacts and networks and start a resource file.
Semester 4 YWK3231 Strategies for Social Change (contributes to group work) YWK3211 Inclusive YW practice	Professional judgement Handling difficult situations Intervention skills: preventing crises and responding to crises. Self-management Skills in leadership, administration and management Ethical judgement and reflective practice Exploring possibilities for social change in your practice.	While you should already have done some basic Group work early in your placement, you need to continue this and start to develop your own ideas for group sessions and understand the informal nature of Group work with young people. Working with young people in most settings will present difficult situations where you are expected to show professional and ethical judgement and to reflect on your responses and interventions during difficult situations and crises. It is important that you seek support and

YWK 2113 Practicum (Youth Work)	Evaluation is important. You might not have the knowledge prior to placement but finding out how your placement agency evaluates programs is an important part of your placement.	advice from colleagues and that you develop an awareness of your own needs and limitations in the workplace. This includes self-care outside of work to maintain health and wellbeing. You should also develop management skills. You will learn career development skills and skills in submission writing. By the end of this placement you must be able to demonstrate that you can work autonomously as an ethical professional youth worker.

Table 3: Between 300 – 400 hours

"Autonomous youth work professional, with diverse advanced professional skills and capable of explaining and justifying the ethical basis of their practice"

Youth Work units studied	Theory/Practice assessment: Core skills	Practice Notes
Semester 5 Elective Elective Elective Elective		Although students are still to complete these units they are encouraged to explore additional materials provided in the Professional Placement Unit YWK3113. These units will complete your learning but your practical Placement will require you to complete some tasks that are covered in the external guide for YWK3113.
Semester 6 Elective CSV2116 Ethics Elective Elective	.	Throughout your placement you will have the chance to develop your special interests in youth work and to ensure you are thinking critically about all aspects of your work. This reflective practice will be crucial to your work in the ethics unit.

Youth Work Learning Domains

Learning Domain	Learning Outcomes	Topic
Career planning and development	1. Complete a satisfactory job application inclusive of a covering letter and addressing selection criteria. 2. An up-to-date targeted résumé relevant to youth work 3.Analyse and reflect upon an interview experience (either role play or a real interview)	1
Appropriate information gathering and record keeping	1. Research the activities about your placement agencies 2. Keeping records about youth work programs and participants 3. Recording factual information about hours completed and placement tasks 4. Recording your own learning	2
Apply occupational safety and health and risk management principles and processes	1. Demonstrate a proactive approach to health and safety in your practice 2. Application of duty of care in youth work and risk management 3. Apply self-care and time management	3
Demonstrate self-awareness and reflective practice	1. Identify strengths and weakness 2. Identify own stereotypes and fears and implications for placement planning 3. Identify stereotypes and fears of others and implications	4

Effective work with individual young people	1. Use conversation to initiate constructive contact with young people
	2. Developing trusting relationship with young people
	3. Use conversation and observation to explore informal learning needs of young people and to promote informal learning
	4. Apply informal counselling techniques appropriately
	    a. Demonstrate active listening
	    b. Asking effective questions
	
	    c. Establishing the nature of the situation or concern with the young person.
	    d. Developing effective plans for action with the young person.
	5. Develop and maintain a professional boundaries in relationship with young people
		5

Effective youth work with groups of young people	1. Demonstrate that you can systematically plan, implement and evaluate your program of work with formal or informal groups of young people. 2. Demonstrate that you can apply group work skills to manage and facilitate formal or informal groups. 3. Demonstrate that you can apply the theoretical learning about groups to your practice as a youth worker.	6
Effective team work, Interagency work and referral	1. Analyse and reflect upon how you work with other staff in at least one of your placement agencies 2. Develop a resource file and network to find out about other agencies offering services to young people in the locality 3. Develop and maintain relationships with referral agencies 4. Evaluate support required to make a referral effective, anticipate any difficulties that may arise when a young person is referred to another agency and develop an appropriate support plan 5. Find out about organisational policies about referral and interagency work and demonstrate compliance with policy.	7
Demonstrate ethical and autonomous professional judgement in all youth work	1. Apply the Youth Work code of ethics in your youth work practice, 2. When ethical conflicts arise use ethical theory to inform decision-making 3. Make autonomous decisions and ask for help appropriately 4. Make justifiable decisions in complex situations that appropriately balance the objectives of the agency, legal requirements and health and safety requirements. 5. Learn from your mistakes and the mistakes of others	8

Demonstrate skills in organisation, leadership and management	1. Document the funding arrangements for your placement agency
	2. Document steps taken by youth work agencies for prevention of misappropriation of funds and agency property by staff, volunteers, clients or management; recording of petty cash, money received and money spent; budgets and financial management methods to ensure programs stay within budget
	3. Complete one or more of the following activities:
	    a) Assist with a funding application, or develop a small youth work project funding application
	    b) Develop a budget for a small-scale youth work activity,
	    c) Submission and tender writing –participate in research to support submission writing or funding application
	4. Attend formal and informal meetings and take minutes
	5. Organise and run a meeting (agenda planning, chairing, writing professional correspondence
	6.Participate in program evaluation in youth work and evaluate your own youth work skills
	7. Document the management structure of your placement agency
		9

University Placement Coordinator & Student Meeting

This form is to be completed by the student on the scheduled day of the meeting. The student and agency supervisor and ECU Placement Coordinator will sign off and the with the final copy uploaded to PebblePad under Post-Placement forms by the student.

Students are to retain the original document.

Student/ Placement Details:

Name:	Student No.
Email:	Phone No.
Name of Organisation:	Name of Supervisor:
Placement Dates:	Shift Arrangements:

Discussion Points:

Orientation to the organization and the student/ youth work roles	☐
Student Placement Agreement completed and signed	☐
Portfolio – organisation aware of portfolio requirements	☐
Hours complete at this organization	

Describe major learning experiences to date:

Examples of the link between theory and practice:

Strengths demonstrated by student:

Areas for development:

General comments and observations from supervisor:

		Date:
Student signature:		Date:
Organisation supervisor signature:		Date:
University Placement Coordinator Signature:		Date:

Edith Cowan University
School of Arts and Humanities

Bachelor of Youth Work
YWK2113 Youth Work Professional Placement

Student Log of Hours

Students are required to keep a log of the completed hours. This must be signed off by an agency representative and uploaded to SONIA upon the conclusion of placement. Fair Work Australia requires that after 5 hours of working, a minimum of 30-minute break is taken.

Instructions: record start time and finish time each day and record a week total at the end of each week. In the total placement hours' students should add up all hours complete to the end of that week during placement. Students should refer to the Professional Placement Manual regarding what is/ not included for placement hours.

**Multiple copies of this document may be required.

Student Name	
Agency Name	
Commencement Date	

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
AGENCY SIGN OFF AND DATE								

WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

WEEK 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

WEEK 4	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

Student Log of Hours page 2 of 2

WEEK 5	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

WEEK 6	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

WEEK 7	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

WEEK 8	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

WEEK 9	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

WEEK 10	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK TOTAL
START TIME								
FINISH TIME								
BREAK TAKEN								
DAILY TOTAL								
					TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL			
AGENCY SIGN OFF AND DATE								

Student sign off on total placement hours complete:

Signature:
Date:

Placement Witness Statement
YWK 2113

The following document is confirmation of an activity conducted by the student and witnessed during placement which meets a Learning Domain.

Placement Organisation:	Learning Domain:
Activity Details:	
Comments:	
Student name and signature:	Witness name, role and signature:
Date:	Date:

Youth Work Professional Placement
School of Arts and Humanities, Edith Cowan University

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