Bachelor of Social Science

Professional Placement Manual [2024]

CSV3113 Human Services and Community Work

CHN3113 Children and Family Studies

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

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 your Professional Placement for your Edith Cowan University (ECU), as a Bachelor of Social Science student with majors in Human Services and Community Work; and Children and Family Studies. I am excited for the learning and growth you will undergo over the time of your Professional Placement experience.

ECU has put together this manual with information and guidelines about the requirements of your Professional Placement, Australian Community Workers Association (ACWA) accreditation and the assessment process for the unit; it is important that you familiarise yourself with this information before working with children, their families, and professionals while on Professional Placement.

This Professional Placement is designed for you to develop your skills as a professional in your chosen field whilst also providing a valuable service to the community.

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

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

Dr Kwadwo Adusei-Asante
Course Coordinator, Social Science
School of Arts and Humanities
Edith Cowan University

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1.0 Professional Placement Team Contacts

Preferred contact is via email in the first instance.

Dr Kwadwo Adusei-Asante
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Sharon Collins
Placement Coordinator
Joondalup Campus
Phone: 08 6304 3110
Email: sharon.collins@ecu.edu.au

Please email for appointments as placement coordinator is only on campus for teaching or scheduled meetings.

1.0 Professional Placement Team Contacts

2.0 Course Information

Social Science is what connects people with each other and what divides us, as well as exploring questions of social justice and inequality. This course equips you with an understanding of how society works and how you can make a positive change. You learn to analyse, challenge and gain insight into globally significant theories about class, race, work, social justice, gender, family and communities. You will also explore the exciting complexities of the human social experience and armed with these in-depth insights; you can help policy makers find the right solutions to improve the society in which we exist.

This course has a field based Professional Placement component where you undertake experience in the field. The practice standards for this practical learning are set out by the Australia Community Work Association (ACWA). The requirement includes having to complete two professional placements, totaling 400 hours throughout the year. This requires you to dedicate consistent effort, focus, energy and commitment to learning in a practical context within the placement organisation.

Each placement will provide opportunities to meet different or extend your skills and further your understanding of the ACWA Practice Guidelines and to work with diverse client groups, settings and communities. These placements require you to be actively involved in the service delivery of your host organisations; observe how they work and become a participant in their activities; join in and learn how to interact with their clients; take constructive feedback; use this unique opportunity to develop your skills in this area of the human services sector.

The more effort you devote to your Placements – the more you will gain from the experience.

Course Structure

For the full course structure please refer to the ECU Website Course Profile or ECU Online Handbook.

Course Accreditation

1. Bachelor of Social Science – Major in Community Work

2. Bachelor of Social Science – Major in Human Services & Community Work

3. Bachelor of Social Science – Major in Children & Family Studies

4. Bachelor of Social Science – Major in Human Services

Australian Community Workers Association

The way the program for Professional Placement is structured, is determined by the accreditation body. Students should familiarise themselves with this document.

www.acwa.org.au

Australian Community Work Association (ACWA) accreditation is a public declaration of quality, it demonstrates to students, staff, competitors and employers that you are committed to being the best you can be, and your course meets the exacting expectations of stakeholders. Course accreditation standards have been set by a panel of educationalists, employers and practitioners who have worked with ACWA to determine the specific training and education needs of community workers and students.

ACWA operates from the principle that high-quality education and training underpins exemplary community services. Fundamental to ACWA's role is the protection of educational, fieldwork and practice standards to ensure community workers are well qualified. ACWA believe the community has the right to expect well educated and skilled community work practitioners who can be relied upon to provide a high standard of services.

ACWA accreditation is the mark of educational quality in Australia's community services sector. Graduates of an accredited course can immediately demonstrate their eligibility for membership of a professional association. Employers often require this, and it provides graduates with a competitive edge.

ACWA Registration

Students wishing to apply for registration to ACWA will need to submit the ECU *Fieldwork Placement Completion Form*. Please ensure all sections of the form are completed correctly.

3.0 Introduction to Professional Placement in Social Science

Professional Placement offers you the opportunity to explore your professional development needs and prepare for future work through a process of individual needs assessment, flexible self-directed learning, reflective practice, and the opportunity to apply theoretical concepts in your professional role within the children, family and community services field.

This allows students to develop their own career goals and learning outcomes and have the opportunity to demonstrate you can meet all the ACWA requirements in your role of a professional worker in the children, family, human services and community services sector. Link available here: ACWA code of ethics and good practice guide.

The ECU Social Science Professional Placement serves three major purposes.
It provides:
- Service for the community; you are assisting organisations to provide services for optimal development of children and vulnerable individuals.
- 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.

Upon completion of a professional placement unit students will be able to:
- display evidence of the integration of theoretical learning and practical application in working with children and family services across a range of contexts.
- demonstrate a knowledge of health and environmental issues in the workplace.
- develop a digital portfolio of knowledge and skills; using the STAR method accompanied by evidence of placement tasks.
- engage in constructive personal evaluation with the workplace and university supervisors; and
- Demonstrate the knowledge and skill requirements for graduate entry level employment in the children and family services (major) field and the human services and community services (major) sector.

Placement Attendance and Timing

Professional Placement requirements include.
- Minimum of 400 hours within appropriate organisations. 2 x 200 hours each Placement.
- Minimum of two separate placements with no single placement being less than 140 hours.
- Students must be available to attend placement 2 consecutive days per week minimum: (2 weekdays)
- Students attend placement during semester breaks.
- Each placement provides opportunities to meet different or extend ACWA Community Work Practice Guidelines and to work with diverse client groups, settings and communities.
- The units follow the academic calendar and alongside the placement, includes course work and finishes.
- Placement 1 commences in semester 1.
- Placement 2 commences and finishes in semester 2.

Please refer to the Academic Calendar on the ECU website.

4.0 ECU Expectations of Student

Students are responsible for:

Ethical conduct: ECU expects students to adhere to relevant professional codes of ethics; see ACWA ethics on the web acwa.org.au

Communication: The smooth running of your placement opportunity is dependent on clear and open communication to clarify expectations

Safety: For your safety and those in your host organisation, you must make any relevant information about medical and other issues known to your ECU contact person who will advise you as to what may need to be disclosed to the workplace.

Workplace: It is important to understand the protocols of the workplace. While protocols vary from one workplace to another, it is important for you to find out as quickly as possible what is and what is not appropriate for you as a student in their workplace.

Professional Conduct: Students are expected to comply with workplace protocols and courtesies. You must take reasonable care when performing activities and you are expected to accept direction from and undertake all duties as directed by workplace and ECU supervisors.

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.

The student will be required to contact the workplace prior to placement to introduce themselves via email and consult with the host supervisor regarding requirements for the commencement of placement. Students can undertake this once the information is available on Sonia. Students are advised to request a safety briefing as part of the workplace induction. Student roles and responsibilities may extend before and after the period in which you are in the workplace. However, be aware that students must not attempt or ask to perform tasks beyond the requirements of the placement activity.

ECU expects students to become familiar with the organisation in which they are placed and adhere to their guidelines, and in particular:
- hours of work.
- attending their briefing for terms, conditions and regulations including WSH.
- following their procedures.
- complete and return all applicable paperwork on time.
- meeting with or communicating with your host supervisor/ ECU supervisor in the workplace.
- meet and communicate with your ECU supervisor/s as required.
- accepting and undertaking all duties as directed by the workplace and/ or ECU supervisors.
- adhere to relevant professional codes of ethics.
- demonstrate a high standard of honesty, integrity and social responsibility.
- conduct yourself in a manner that reflects well on the university.
- recognise your roles as a representative of the university, school and of your course.
- represent the ECU values and mission.
- perform the roles at standards of performance required of you by ECU.
- ensure you do not post any information about your placement on social media.
- ensure you are fit for placement and will not cause harm to yourself or others by undertaking a work placement experience; and
- disclose any relevant conflicts of interest to ECU Placement Coordination

Emails
Students should ensure that they use their ECU student email for all communications and students are expected to check email three times per week. Students be aware of ECU email and social media etiquette. ECU has policies on both of these areas, which 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 Social Science123456
	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.

5.0 Overview of the Placement Process

Preparation for Placement

- Obtain a Working with Children Check & National Police Check - Information on www.ecu.edu.au/sah-professional-placement
- Research potential placement agencies on the web
- Complete the Professional Placement Nomination Form and submit to Placement Coordinator
- Go to Student Portal / Other Logins / Online SONIA - to setup your SONIA account

Agency Allocation

- Find out agency allocation details by logging into SONIA.
- Make contact with agency to arrange pre-placement interview using the contact details in SONIA.
- Prepare placement documents for interview - refer to check list (in forms section at end of this manual)
- Undertake reserach about the agency prior to pre placemnst interview.
- An allocation of 1 agency per placemnent will be offered.

What next?

- Attend the pre-placement interview and take relevant forms with you.
- Upload documents to SONIA/ PebblePad
- Most placements will commence week 7 / 8 or as negotiated with the ECU Placement Co-ordinator.

On Placement

- Continually work on the requirements for the PebblePad Portfolio.
- Check your ECU student email three times per week and respond to any corresponndence and meetings.
- Monitor completed hours and complete weekly Log of Hours document as in the plaxcement manual, with sign off by Host Agency Supervisor.
- Actively participate in organising the three shceduled meetings with ECU Supervisor and host Agency Supervisor.

Almost Done

- Complete Pebblepad protfolio for marking before the due date- Refer to assignments on Canvas.
- Update CV to include your placement and submit via canvas
- Complete and submit to Sonia ECU Fieldwork Placement forms.

Professional Placement for Human Services and Community Work CSV3113 C-58

This unit offers students the opportunity to explore their professional development needs and prepare for future work through a process of individual needs assessment, flexible self-directed learning, reflective practice and the opportunity to apply theoretical concepts in their chosen field of employment. In undertaking this unit students will develop their own career goals and learning outcomes and will be required to demonstrate that they can perform competencies in the role of a professional worker in their chosen field. Students will undertake a supervised professional placement in their discipline area.

Prerequisites

Students must pass 120 credit points from the Bachelor Social Science Major HS & CW – C58

Learning Outcomes

1. Apply broad social science knowledge to a range of theoretical and practical contexts.
2. Think critically to analyse, interpret, and analyse complex social science knowledge and issues.
3. Think creatively to generate and challenge knowledge in the social cultural space.
4. Use digital technologies and related literacies to access, evaluate and synthesise relevant information from multiple sources.
5. Communicate social science knowledge and ideas clearly, coherently and with independence.
6. Demonstrate a global outlook with respect for culture, and diversity, including Indigenous cultural competence.
7. Work collaboratively and demonstrate initiative to implement social, sustainable, and ethical values held within the social science field.
8. Demonstrate autonomy, accountability and judgement for own learning and professional practice.

Professional Placement for Children and Family Studies CHN3113 C-58

Students will undertake supervised practice and will be required to demonstrate they can perform competencies in the role of a professional worker in the children and family services field.

Prerequisites

Students must pass 120 credit points from the Bachelor Social Science Major CFS – C58

Learning Outcomes

1. Apply broad social science knowledge to a range of theoretical and practical contexts.
2. Think critically to analyse, interpret and analyse complex social science knowledge and issues.
3. Think creatively to generate and challenge knowledge in the social cultural space.
4. Use digital technologies and related literacies to access, evaluate and synthesise relevant information from multiple sources.
5. Communicate social science knowledge and ideas clearly, coherently and with independence.
6. Demonstrate a global outlook with respect for culture, and diversity, including Indigenous cultural competence.
7. Work collaboratively and demonstrate initiative to implement social, sustainable, and ethical values held within the social science field.
8. Demonstrate autonomy, accountability and judgement for own learning and professional practice.

The Professional Placement is designed to meet the ACWA requirements to become a community worker. It is not a clinical placement, and the focus is on Human Services and Community work and / or Children and Families. These are not placements that focus upon Psychology or Counselling degrees.

6.0 Placement Requirements

Professional Placement requirements include.
- Minimum of 400 hours throughout the year within appropriate organisations.
- There are two separate placements of 200 hours each = 400 completed.
- Each placement to provide opportunities to meet different or extend ACWA Community Work Practice Guidelines and to work with diverse client groups, settings and communities.

Placements do not give rise to an employment relationship between the students and the host organisations or ECU. Unless the student and host organisation, on their own volition, enter into an employment contract or arrangement (which will be a private relationship not involving ECU) students shall not be paid for their time on placement.

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. Student will initiate fortnightly supervision by emailing their Host Agency Supervisor at placement and request a time (approx. 45 mins per fortnight). This is the responsibility of the student to initiate.

Student Expectations on Placement:
- It is the responsibility of the student while on placement to maintain regular contact with the ECU Placement Supervisor and Placement Coordinator when required, and the agency supervisor. The best way to contact your ECU Supervisor and the ECU Placement Coordinator is via email, to correspond regarding an issue or to schedule a time for a telephone conversation or video chat.
- Regularly check Canvas and emails three times per week.
- Off campus students are required to complete the online learning material and instructional video on Canvas, including all the modules.
- Return all relevant documents and forms as outlined.
- Attend University scheduled classes outlined in the Unit Plan.
- Read and become familiar with all documentation about the Professional Placement.
- Comply with the host organisation's confidentiality policy and otherwise always maintain the confidentiality of the organisation's clients.
- Comply with any reasonable policy, direction, or procedure of the host organisation daily hours.

The student role will include participation in:
- Case management.
- Community development strategy.
- Working with groups.
- Policy development.
- Day to day operation of the agency.
- Reflecting and improving on professional practice.
- Program development and evaluation.
- Research (in research-based placements).
- Online training

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 the student has approval through the University for shortened or modified days.

For staff meetings and agency training held outside regular business hours, these can be included.

It is the student's responsibility to calculate the Log of Hours and have signed and verified by host Supervisor, prior to uploading to Pebblepad Portfolio.

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.

Your lunchbreak is not included in the hours. You record 7.5hrs on the Log of Hours Form e.g., the standard day is 8am – 4pm.

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 should not take time off to complete other unit assignments or utilise semester break during placement.

What is not included in placement hours?

Travel time to and from your placement location.
Working from home (unless agreed by the agency supervisor and ECU Placement Coordinator)
Working on assessments.

Sickness or accident

On any day, you are to be at placement, if you have become ill or have an accident you must honor 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 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.

Agency supervisors can email the ECU Placement Coordinator to discuss student attendance or reliability should this become a concern. The ECU Placement Coordinator will then discuss the concerns with the student directly.

7.0 Planning for Placement

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

Personal Preparation

It is important to organise as far in advance as possible for placement. Students must make sure that they plan for the commitment on placement. This includes organising leave from employment, assessing financial arrangements, travel time and childcare and extended vacations. This is a third-year unit and can only be undertaken in the 3rd year of study.

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 Access and Inclusion Services. Appointments can be booked via this webpage.

Conflict of Interest

Students should declare any conflict of interest in the Student Disclosure Form. 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 employed or client of the agency.
- Having a current or prior close relationship with someone at the agency.

A conflict of interest does not necessary 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.

Applications to undertake a placement in the student's workplace will be assessed by the Professional Placement Coordinator.

Students can undertake a paid placement at their workplace following approval by the ECU Placement Coordinator.

Rural and Remote Placements

ECU has a partnership with the WA Centre for Rural Health where students can go to placements in rural and remote areas. Students should identify their interest when completing the Placement Nomination Form.

Rural and remote placement arrangements take more time to organise. Students should register interest in these placements ASAP via email to the ECU Placement Coordinator.

WA Centre for Rural Health (WACRH)

WACRH offers a range of support for students such as:
Rural student placement funding for Allied Health students undertaking rural and remote health placements. Discuss what placement options there are in rural/remote locations with your ECU Placement Coordinator
WACRH based project placements in Geraldton, the Murchison and Pilbara focusing on
Indigenous, rural and remote health.

University Travel Policy

If a student is located more than 50kms away from home and is staying at the location of the placement, 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 Public Liability cover for 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. An overseas placement must first be approved.

All overseas placements must be ACWA approved and supervised as students in Australia are. Students must be responsible for communication regularly (weekly) 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 student 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 Central Team via Student Hub.

8.0 Placement Preparation and Requirements

Update personal contact details.

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

Placement Checks

Students are required to obtain a National Police Check and Working with Children check before a placement can be allocated. Students are also required to either provide information on their COVID-19 vaccination status to enable a suitable placement to be arranged. This can be either evidence of their COVID-19 vaccinations OR an indication that they have not received COVID-19 vaccinations. These documents should be uploaded to SONIA.

Students should be aware that some agencies have additional check requirements eg. A First Aid Certificate, National Coordinated Criminal History Check (Department of Education). Students should ask about additional requirements at their Pre-Placement interview and review the Checks tab on Sonia once their placement has been confirmed.

All costs related to professional placement are the responsibility of the student.

DOCUMENT	ALL STUDENTS	COST	PROCESSING TIME
Australia: Volunteer National Police Check Australian Federal Police	YES	$25 (approx)	10 working days from when application is received
Working with Children Check (Blue card for interstate students)	YES	$12.00 (approx)	2-3 weeks from application.

National Police Certificate

All students require a National Police Certificate (NPC) before commencing placement. NPCs cannot be applied for earlier than 6 months prior to placement commencement. However, they need to be received to secure a placement and can sometimes take up to 8 weeks to arrive. Therefore, students need to be diligent to apply for their NPC to ensure it arrives in time but doesn't expire.

Please apply online where possible, as these are often processed faster than paper applications. Students are generally welcome to go through any company to apply for an NPC, such as VeritasCheck.com.au, CvCheck.com, NationalCrimeCheck.com.au, etc. Students are often eligible to apply for the cheaper volunteer rate. Please note that if you apply through the WA Police / Australia Post, students are ineligible for the volunteer rate. These generally cost between $23-$60.

Students who have lived overseas within the last 5 years may need to apply for an International Police Clearance in some circumstances. Students who have a criminal record of any kind need to contact the Field Placement Team. We cannot guarantee a placement for students with criminal records.

Working with Children Check

All students are required to have a Working with Children Check (WWC) or the equivalent check for their state. This application can take several months to process in busy periods, so students are asked to apply as soon as possible. The card lasts 3 years. WWC applications are available at ECU Student Hub, local post offices or online. Student Hub staff are required to authorise the form prior to you submitting the application.

Department of Education – National Coordinated Criminal History Check

Students allocated to a placement in a school will be required to obtain a National Coordinated Criminal History Check through the Department of Education. Application instructions and forms are available at https://www.education.wa.edu.au/ncchc. Students will need to upload a copy of the screening clearance letter sent to them by the Department of Education.

First Aid Certificates

Students have the option of obtaining a Senior First Aid or Mental Health First Aid Certificate. This is to be undertaken during the placement year with hours completed for this training to be included in placement hours. Students should upload this to PebblePad upon completion. Students must pay for and organize their own training before 01st November of that year.

Name Badges

Upon enrolment, ECU will have a name tag made up for you and issued either in class or via post. You are required to wear the badge during Placement, where appropriate; please check with your host supervisor regarding the suitability of wearing your name in the workplace. If you misplace your name tag, you will be required to order another from the school at your own expense.

SONIA

SONIA is used University wide for placements. It allows student to be able to easily maintain their requirements for placement.

Students should watch the PowerPoint and short You Tube video available on the placement's website. Link to webpage here: Essential documents which contains *SONIA – My Placement* video and documents.

Placement Agency Allocation

Placements will be negotiated with each student and the preferences of the student will be considered though not guaranteed. The Organisation you are allocated must provide learning opportunities for you to meet the ACWA Workers Ethics and Good Practice Guide. The Organisation will also have to meet the ECU Risk Assessment standard.

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

Students who have been approached by an agency should contact the ECU 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
- Provide supervision for the student each week or fortnight.
- Attend meetings with student and university staff.
- Reimbursement for any expenses incurred while undertaking agency business as directed by agency staff.

Location

Professional Placements are context specific depending upon the area of interest, major area of study and career aspirations. In week one of semester, you are required to submit a Placement Nomination Form. ONLY when this is submitted to the Placement Coordinator can the process for Professional Placement allocation begin.

Agency Supervision

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

It is the responsibility of the host organisation to ensure the supervisor:
- encourage the student to think critically and reflectively in regard to their practice.

- in collaboration with the student, complete the Student Placement Agreement prior to commencement of the Professional Placement (read ACWA Workers Ethics and Good Practice Guide before confirming project or program tasks), provide direction, mentoring and guidance of the student.
- 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 Staff during the placement regarding the performance of the student.
- Contact ECU Placement Coordinator immediately if there are concerns in regard to the student performance and or reliability.
- complete the Host Supervisor Report at the conclusion of placement and email to student or Placement Coordinator.

ECU Supervisor

Each placement student will be allocated an ECU Supervisor for the duration of placement. Your supervisor has a qualification in social science and experience in the field. There will be three Supervision contacts between the student and the ECU Supervisor during each placement, in line with the ACWA supervision requirements for students on placement. The role of the ECU Supervisor is to ensure placement is providing the opportunities required to meet your practice standard learning and to ensure you are completing your Pebblepad assessment as required.

The ECU Supervisor reports directly to the ECU Placement Coordinator. Your supervisor will initiate contact with you once your placement has been allocated to you. The Student and Supervisor are required to set up three meeting dates. One of these meetings will be a site visit (unless you are outside the Perth metropolitan area), and the remaining two contacts with you will be via video conference with your agency supervisor present.

It is the responsibility of the student to check their email three days per week and respond to ECU Supervisor emails. Not responding to emails from your ECU supervisor may result in the cessation of placement.

Pre-Placement Interviews

After the selected organisation has been confirmed by the Professional Placement Co-Ordinator, you must research online the services provided by the agency and their values and goals.

You will be expected to know about the overall service provision, street address for preplacement interview and then once you have contacted the organisation to arrange a pre-placement interview you will attend the meeting to discuss the following:
- Hours/days of attendance.
- 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.
- ACWA Workers Ethics and Good Practice Guide to be met; (take copy with you)
- 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; and
- Any special requirements you have must be noted on the Student Placement Agreement.
- Email a copy of the Placement Manual to your Agency prior to attending your pre-placement interview.

Note – a maximum of 5% of the hours in each placement may be with non-community welfare related activities, such as:
- Administrative duties other than directly related to the position and responsibilities.
- Food delivery.
- Food preparation.
- Personal care activities.
- Domestic duties (including cleaning of the host's premises).
- Respite.
- Childcare.
- Entertaining clients; or
- Recreational or leisure activities (without the focus on the psychosocial aspects of client engagement).

If an agency decides to decline/withdraw a placement offer following a preplacement interview, the student must make an appointment (phone or in person) to discuss this with the Professional Placement Coordinator. This is to determine the suitability or barriers to placement. The agency will also be asked to provide feedback via email as your feedback can be helpful.

9.0 Assessments

Assessments are due by 5pm on Friday of the week nominated below and are the same for on campus and off campus students. All assessments are graded as pass or fail.

	Assessment	Due	Mark
1	Mid-year Portfolio of Professional Placement	Week 11 Semester 1	Pass/Fail
2	Final submission of Portfolio of Professional Placement. The second part of the final assessment is to upload an updated CV that includes your placement details and submit this to Canvas by following the Assignments link in Canvas.	Week 11 Semester 2	Pass/Fail

It is essential that on campus students attend the PebblePad Set Up Classes in Weeks 1, 2 and 3 of semester one. Those who do not attend all three weeks of first semester will be asked to enroll as off campus students as you will have missed too much in these vital first 3 weeks.

Off campus students will follow the videos on Canvas and post any difficulty with PebblePad set up to the Discussion Board under PebblePad Forum; this will be checked weekly.

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.

Professional Placement Mid-Year Review of Portfolio Assessment

This must be submitted by the due date and must be passed to be able to progress in the unit.
A student must have completed Placement 1 hours and submitted documentation for Portfolio, approved and signed off by Sharon Collins: Placement Coordinator before any aspect of Placement 2 will commence.

Professional Placement Portfolio Final Submission

This is the final submission of the entire PebblePad portfolio of evidence that will show case your year's learning and application of your knowledge and skills. This final portfolio shows both placements across the one portfolio.

You must attend placement on the allocated times and days. If you are unable to attend due to unforeseen and exceptional circumstances such as illness, you must let the organisation and ECU Placement Coordinator know as soon as possible. If you need to leave Placement during the day, even briefly, do notify the organisation staff.

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

- Log of Hours Document
- Host Organisation Supervisor Report.
- Evidence of addressing the ACWA Workers ethics and good Practice guide as per the assessment; this is a major part of the PebblePad portfolio; this includes Student to identify 3 indicators for each guideline: Write a STAR statement for each of the 3 Indicators.
- Provide 1 piece of evidence relevant to each of the 3 Indicators.
- Updated CV with placement details.
- ECU Fieldwork Placement Completion Form for both placements.

- Students are required to upload the following to SONIA once completed.
  1. Student Placement Agreement.
  2. Service/Agency Certificate of Insurance (this is the placement agency's Public Liability Certificate of Insurance).
  3. Student Completion Letter once signed off by Placement Coordinator.

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

STAR Model

Firstly, you must explain the achievement of the indicator using the STAR format.
Please note that the STAR format is discussed during class and additional information will be available on discussion board for off campus students during semester one.

STAR format requires students to:

Questions to frame your example
S - Situation Describe the situation. What was happening and why?
T - Task What did you do?
A - Action How did you do it? (The method) and why did you do it? The purpose or the value you brought.
R - Result What were the results/ outcomes/ conclusions? (Positive outcome and what you learned)

Why does this matter?
Transferable Skills = Marketable Skills
Identifying your transferable skills helps potential employers look beyond your specific job titles and highlights what you can do for them.

Portfolio Learning Evidence

You must provide in the portfolio Practice Guidelines section:
- One piece of evidence for each of your chosen Indicators of the Practice Guidelines.
- Choose a minimum of 3 indicators for each Practice Guideline.
- Each of the 3 has one piece of evidence to accompany it and one STAR statement.
- Your evidence must support the STAR statement.

There are two components to providing evidence.
You must explain the achievement of the Indicator using the STAR format.
Your statement needs to be supported by attached evidence, e.g., meeting agenda, flyer, emails, minutes from a meeting. Evidence must be related to the STAR in the chosen indicator.

Do not upload blank templates of forms used at the agency, complete professional and agency letterhead forms in a way that shows you have the skills to write a client assessment or complete client interview form or daily shift record. Use a 'dummy 'or 'mock' version if you need so that you do not breach agency confidentiality.

> **All forms required for commencing` Professional Placements must be uploaded to PebblePad in PDF format only.**

Professional Placement 2 will provide opportunities to meet different Work Practice Guidelines you were not able to meet at the first placement, and possibly you can extend or find even more evidence to meet the Guidelines that were difficult to meet at the first Placement.

Portfolio Evidence

A primary or strong piece of evidence would be similar to those listed below:

- your own written work on the agency letterhead to e.g., a staff member, client or colleague
- design your own template for fortnightly supervision meetings with dot points of e.g. what to discuss, tasks you have completed since the last meeting, tasks to complete before next meeting and identifying which practice guidelines that week's task meet, and which are yet to be met...and how you intend to meet these tasks... Use your own word doc templates (design it yourself e.g., a phone register, supervision meetings, daily task sheets), if you lack evidence. If you use such a word doc template for supervision meetings, then strengthen the evidence by including a date on them and have your supervisor sign at the end of each meeting. Upon completion of one sheet, convert the final document to PDF.
- If you had to complete a quiz or paperwork for the agency WHS or training of any kind, a certificate that is dated and signed by the trainer, or even enrolment information you had to complete to register for training or attendance at an event, is a strong piece of evidence.
- If you researched and planned a small group workshop or group work, you would need to plan the workshop from start e.g., 09 am until completion e.g., 5 pm. So, your notes and the final workshop plan with the research you did relative to this workshop topic combined with the workshop schedule on the day would be a strong piece of evidence.
- Client case notes that blot out the client details but show you have completed the case note yourself, to show your skill in being able to do so is one piece of strong evidence.
- Do not rely on photos as evidence, including images of clients.
- The same piece of evidence must not be used more than twice in the entire portfolio.

Submission of assessments

Assignments one and two must be submitted electronically online via the PebblePad Atlas Workspace, this is an automatic submission process. Follow the instructions on Canvas to check your assignments requirements. All forms, documents, and placement evidence and star statements must be uploaded to the digital PebblePad portfolio. The CV assessment is to be uploaded to CANVAS via the Assignments tab.

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 11 of semester and are the same dates for on campus and off campus students.

Recognised Prior Learning

Recognised Prior Learning (RPL) is the recognition of relevant work and/or volunteer experience that can be used as the basis for gaining credit for certain aspects of a course of study. If a student has a Diploma of Communities that is accredited with ACWA (see http://www.acwa.org.au/) this will enable 50% of the hours and 50% of Indicators to be counted. Students need to submit their transcript and proof of accreditation documents to Student Hub requesting that this information be placed on their personal file.

Eligibility

The applicant must have undertaken work experience within the last 5 years, in the same or similar field to their major undertaken.

If the applicant is using their current employer for the basis of partial RPL, the remainder of the placement hours must be undertaken in a different role/ position or different agency.

ACWA requires completion of 400 hours in 2 separate placement types or the total 400 hours completed within the same organisation across 2 different programs. No placement can be less than 140 hours.

Application Process

The process for assessing RPL will be transparent and contains provisions for appeal through the ECU appeal process.

Instructions for application & the RPL forms that need to be included in the RPL application can be found on the ECU [Professional Placement Social Science webpage](www.ecu.edu.au/sah-professional-placement) / Recognised Prior Learning (www.ecu.edu.au/sah-professional-placement).

Submission Dates

Applications for RPL will be assessed each year according to the following approximate dates:
Initial Discussion with Professional Placement Coordinator via phone or email.

RPL Submission due: 22 March (week 5)
RPL application review. One month after submission.
Notification of Outcome: 1 month after submission.

Note: Late applications cannot be accepted.

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 with the ECU supervisor. The ECU supervisor reports to the ECU Placement Coordinator.

Where required, the ECU Placement Coordinator can provide direct assistance to all parties involved.
Significant issues that may result in a student withdrawing from or not satisfactorily completing a placement must be brought to the attention of the Placement Coordinator, who will determine a strategy to manage the issues in accordance with the ACWA standards and university policies and procedures.

Role of the Placement Coordinator

Support will be provided to students throughout the placement by the Professional Placement Coordinator to check their progress during placement.

This will be in the form of 1 or more of the following:
- Class contact.
- Site visits when necessary
- Mixed media communications (Primary communication for Rural/ Interstate / International students).

Please be aware that the Placement Coordinator roles involves much offsite interaction with agencies and students and is not always available at the University site for support. It is best to make initial contact via email and allow 2 working days for response due to the commitment of placements. For urgent matters contact the numbers provided at the front of this booklet.

If you have not received contact from the ECU Supervisor by the completion of your first 100 hours, please initiate contact via email and inform the ECU Placement Coordinator. There are many students to support in the Social Science Placement units!

Significant Concerns

In a small number of cases, issues are more serious and require input and support from other staff in Professional Placements. When a student or Agency Supervisor become aware of a significant placement concern, they must immediately alert the Professional Placement Coordinator, who will work to address the concern.

Examples of significant concerns are:
- Sexual or other harassment of a student
- Unsafe working conditions
- Discriminatory behaviour by the student or supervisor
- Serious or deliberate breach of relevant codes on conduct, policy, procedure or legislation
- Falsification of records
- Breakdown of the placement
- High likelihood of the student failing the placement

Students may be required to complete additional placement hours if decided by the University Course Coordinator that the requirements of placement have not been met. This will be in addition to the required 400 placement hours total.

Withdrawal
Students must contact the ECU Placement Coordinator before withdrawing from placement to ensure that your exit can be managed professionally.

The student can withdraw from the unit and the placement will be terminated. This decision will be made involving the student, Agency Supervisor and ECU Placement Coordinator.

Please refer to the University website: Withdrawal from Placement

Unsatisfactory Grade
Students who are awarded an unsatisfactory grade for placement may be permitted to repeat the placement unit or a set number of hours decided by the university which the student must do as an additional placement prior to completing the unit. As Placement units constitute part of the academic requirements for the Bachelor of Social Science, students are reminded that a unit may only be taken three times. ECU has the responsibility for deciding and awarding the final mark.

11.0 Placement Schedule
Please refer to the Unit Canvas site for a more detailed schedule.

Semester One	
Week 1-7	Classes
Week 8-11	Placement – no classes
Week 12	Mid-year placement review for Portfolio of Professional Placement
Week 13	Preparation for Semester 2 Integration and Preparation

Semester Two	
Week 1-3	Classes
Week 4-11	Placement – no classes Week 11 – Final Portfolio due
Week 11	Final submission due: Portfolio of Professional Placement and uploading of completed CV to Canvas
Week 12	Integration Seminar
Week 13	Placements debrief.

12.0 Professional Placement Reading List
Link available here: Australian Workers Ethics and Good Practice Guide

Forms and Documents

Bachelor of Social Science
CHN3113 Children and Family Studies
CSV3113 Human Services and Community Work

Where signatures are required, please print after completion and sign for upload to PebblePad Learning Portfolio

School of
Arts & Humanities

AUSTRALIA
ECU
EDITH COWAN
UNIVERSITY

WORLD READY —

13.0 Forms and Documents

Summary of Forms

The following forms are found at Professional Placement Webpage and the unit Canvas site.
Once complete upload to SONIA Placements "Checks"

REQUIRED	FORM	DESCRIPTION
YES	Professional Placement Nomination Form	Students are required to complete this form by week 2 of semester 1.
YES	Student Placement Agreement	To be completed by student and agency.
YES	Risk Management Checklist	To be completed by student and agency and ECU Placement Coordinator.
YES	Host Supervisor Report	This is to be completed by the agency supervisor.
YES	Log of Hours	Must be completed by student and signed off by an agency representative.
YES	ECU Fieldwork Placement Completion Form	Must be completed by student and signed off by ECU Placement Coordinator
NO	Application for Recognised Prior Learning (RPL) – application available on the website	For students who believe they may have completed the requirements of placement to apply for RPL.
NO	Travel Approval Form (request form from Student Hub as required)	Required for students who are travelling more than 50kms to their placement agency location and are staying away from home for placement.

Placement Check List

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

REQUIRED DOCUMENTS/ ACTIONS	COMPLETE
Enroll in Professional Placement unit: CSV3113 Human Services and Community Work; or CHN3113 Children and Family Studies	
Review SONIA My Placement PowerPoint instructions & YouTube video via Placement Website	
Complete 'Placement Nomination Form' & submit to **sharon.collins@ecu.edu.au**	
Working with Children Check - upload to SONIA	
National Police Clearance - upload to SONIA	
Week 1 of Placement	
Student Placement Agreement – complete and signed and upload to SONIA	
WSH Risk Assessment Form – complete and signed and upload to SONIA	
Documents for Pre-Placement Interview	
Copies of insurances – available here ECU Insurances General and Products Liability (also known as Public Liability) Personal Accident Practicum Students Professional Liability (also known as Professional Indemnity)	
Request copies of Organisation Public Liability Certificate of Insurance	
Working with Children Check	
Student Placement Agreement + agency research in Portfolio complete	
Prior to completion of Placement	
ECU Fieldwork Placement Completion Form – completed and signed by ECU Placement Coordinator and student to upload to SONIA	
Employment gained from Placement - add to SONIA (if relevant)	
Host Supervisor Report signed by Host Supervisor and uploaded to SONIA	
Log of Hours, calculated by Student to 400 hours signed by Host Supervisor and Student and uploaded to SONIA	
Portfolio Completion Form in PebblePad	
Portfolio declaration sign off	

Edith Cowan University
School of Arts and Humanities

CHN3113 – CSV3113 Professional Placement Nomination Form
This form can be completed electronically, boxes will expand as complete.

This completed form is required for an individual consultation/ interview (prior to placement).

Name:		Student No.	
Student email:		Mobile phone:	
Address:			

Current Driver's Licence: YES ☐   NO ☐

Reliant on public transport: YES ☐   NO ☐

Learning and Assessment Plan (LAP): YES ☐   NO ☐

Major: ☐ CHN3113 – Children and Families ☐ CSV3113 – Human Services and Community Work

Students are required to attend placement at a minimum of 2 days consecutive days per week during the placement period. Please indicate the times and days that you are regularly available for placement.

	MON	TUES	WED	THURS	FRI	SAT	SUN
AM	☐	☐	☐	☐	☐	☐	☐
PM	☐	☐	☐	☐	☐	☐	☐
EVENING	☐	☐	☐	☐	☐	☐	☐

By completing the above, I am aware that I **MUST** attend placement as per my availability.

Area of Interest

Upon your graduation in what type of services will you be seeking employment? There should be an alignment with your major area of study. Place an 'x' in the box of your areas of interest.

☐ Aged   ☐ Asylum seekers/ Refugees

☐ Children   ☐ Community development

☐ CALD   ☐ Dementia

☐ Disabilities   ☐ Equity

☐ Foster care   ☐ Indigenous people

☐ Migrants   ☐ Parenting

☐ Playgroup   ☐ Policy

☐ Program development   ☐ Refuge

☐ School   ☐ University

☐ Women   ☐ Other: please specify

Previous Experience

List any previous and relevant experience that may support this Professional Placement e.g., volunteer work, paid work, coaching, mentoring.

1.

2.

3.

Will you be applying for Recognised Prior Learning for placement?

Please refer to the guidelines outlined within the Application for RPL available on the web.

☐ NO ☐ YES If yes, please lodge your Application for RPL as soon as possible.

Agency Research

You need to have researched at least four organisations/ agencies. Students are expected to use the internet and personal networks to research potential placement organisations. **Please <u>do not</u> make direct contact with the organisation requesting a Professional Placement prior to your interview.**

Details required	Agency 1	Agency 2	Agency 3	Agency 4
Agency name:				
Service type:				
Address:				
Telephone:				
Contact email:				
Contact person:				
Indicate will support placements YES/NO/ Unsure				

Please submit to Sharon Collins: sharon.collins@ecu.edu.au

Student placement agreement page 1 of 4

<table>
<tr>
<td colspan="2"><h1>Student Placement Agreement</h1>This is to be complete by the student and the organisation host supervisor at the Pre-placement Interview or prior to starting a placement.</td>
</tr>
<tr>
<td>Placement Organisation:</td>
<td></td>
</tr>
<tr>
<td>Placement Location/s:</td>
<td></td>
</tr>
<tr>
<td>ECU School:</td>
<td>School of Arts and Humanities</td>
</tr>
<tr>
<td>ECU Course:</td>
<td>Bachelor of Social Science</td>
</tr>
<tr>
<td>Unit of study:</td>
<td>☐ CHN3113 Children and Families Professional Placement
☐ CSV3113 Human Services and Community Work Professional Placement</td>
</tr>
<tr>
<td>Placement dates/ requirement: Minimum of 2 days per week required.

Students are to indicate on a calendar placement days</td>
<td>Start date:

End date:

*If placement extends past this date, please contact the ECU Placement Coordinator as listed below.</td>
</tr>
<tr>
<td>Student Name/s and student id no.</td>
<td></td>
</tr>
<tr>
<td>Host Agency Supervisor Name:</td>
<td></td>
</tr>
<tr>
<td>Host Agency Supervisor email:</td>
<td></td>
</tr>
<tr>
<td>Host Agency Supervisor Phone:</td>
<td></td>
</tr>
<tr>
<td>Host Agency Supervisor Qualification:</td>
<td></td>
</tr>
<tr>
<td>ECU Placement Coordinator</td>
<td>Sharon Collins
School of Arts and Humanities
Edith Cowan University
P: 08 6304 2181
E: sharon.collins@ecu.edu.au</td>
</tr>
<tr>
<td>Learning objectives/ assessments:</td>
<td>As outlined in the Professional Placement Manual.
Download Placement Manual</td>
</tr>
</table>

Student placement agreement page 2 of 4

Placement students are expected to engage in the learning opportunities provided to them throughout the duration of the placement and present professionally to the organisation each day. Students are expected to use the Placement Learning material to help guide them throughout the placement and apply the sector ethics in their practice.

Placement Tasks:
Activities the student will undertake to meet the learning outcomes for this placement:

Organisation Requirements:
Any requirements of the placement including additional checks, dress requirements, working conditions, and immunisations.

Student Requirements:
Special conditions/ requirements requested by the student (if applicable):

Supervision:
Outline the arrangements that have been made regarding regular student supervision by the Agency Supervisor.

Student Expectations

Placement students are expected to engage in the learning opportunities provided to them throughout the duration of the placement and present professionally to the organisation each day. Students are expected to use the Practice Guidelines to help guide them throughout the placement and apply these guidelines in their practice.

Students must agree to:

- act with due propriety, integrity, and impartiality at all times.
- hold all information obtained in the course of my placement in strict confidence according to the limits of confidentiality understood at the time of disclosure and in accordance with the host organisation's reasonable policies and procedures.
- I will seek and be guided by my host organisation supervisors in this regard and seek recourse to the organisation and ECU Placement supervisors' joint advice if such a need arise.
- treat my host supervisor and his/her colleagues with courtesy, fairness and respect.

As a student I acknowledge I will:

- Attend induction safety briefing and to follow and abide by Health and Safety and Risk Management policies and processes of the Host Organisation.
- Inform the Host and/or ECU Supervisor and ECU Placement Coordinator immediately should I be involved in an accident at the Host workplace. I will ensure that I know the procedure on how to report and record hazards, accidents and incidents at the Host workplace.
- Not operate plant and equipment for which I am not trained or qualified.
- Act, as far as reasonably practicable, with care within the Host Organisation, or the location of the activity.

I understand that whilst I am not an employee of the organisation by virtue of my placement, the standard of professionalism I should adhere to whilst at the organisation is that of any employee of the organisation. I understand that strict adherence to the intent of this document is a prerequisite to successful completion of this unit.

Student Name:	Signature:	Date:

Agency Supervisor Expectations

As an agency supervisor I acknowledge that I will:

- Provide the student(s) with an induction to the workplace together with a safety briefing paying special attention to the health and safety and Risk Management policies and processes of the Host Organisation, before commencement of the placement.
- Unless other arrangements for supervision are agreed upon by the University and Host, appropriately supervise the student during the placement.
- Inform the ECU Supervisor immediately should the student be involved in any breach of ECU's or the Host Organisation's Health & Safety and/or Risk Management Guidelines.
- Ensure that all job and tasks given to the student will be monitored in accordance with manual handling regulations/codes of practice and appropriate controls are implemented including training in manual handling techniques.
- Ensure all plant and equipment meets statutory legislation and Australian Standards. The student will only operate plant and equipment where they are trained and qualified and supervised.
- Maintain regular and appropriate contact with the ECU Supervisor and ECU Placement Coordinator, if applicable, during the placement.
- Ensure the Host organisation has appropriate and current insurance policies in place and provide Certificates of Currency at the start of a placement.

Agency Supervisor Name:	Signature:	Date:

ECU Placement Coordinator Expectations

As an ECU Representative I acknowledge that I will:

- Ensure the student has attended induction and safety briefing relating to Health and Safety and Risk Management policies and processes of the Host Organisation.
- Ensure the student is made aware of the legal obligation to abide by the Host organisations health and safety and Risk Management policies and procedures.
- Unless alternative supervision requirements are agreed upon by the University and the Host, provide appropriate supervision to the student during the placement.
- I will ensure that ECU provides the Placement Supervisor with an overview of the assessment outcomes required by the student and the learning outcomes required by the academic unit connected to the WIL activity.
- I will ensure that ECU maintains regular contact with the Placement Supervisor during the placement, including follow up on issues raised.
- Ensure all accidents and incidents are investigated and resolved.

ECU Placement Co-Ordinator:	Signature:	Date:

WORK INTEGRATED LEARNING

RISK MANAGEMENT CHECKLIST

Each student must have a completed WIL Risk Management Checklist in place prior to commencing their placement. The WIL Risk

Management Checklist ensures there is a mutual understanding of the risk management responsibilities.
of the student, host organisation and ECU supervisor.

Refer to the Work Integrated Learning Risk Management Guideline for further information.

WIL ACTIVITY DETAILS

| School: | | Course title: | |
| Placement dates | | Unit code: | |

STUDENT AGREEMENT

Student name:		Student number	
Student contact:			
Emergency contact:		Contact details:	

1. An approved WIL activity / placement has been allocated to me or has been approved by my ECU Unit Coordinator if I have sourced a placement on my own.

2. I have updated by emergency contact details on SIMO.

3. I have read and understood the ECU WIL Guidelines for Students.

4. I have read and understood that I am required to act in accordance with the ECU Student Code of Conduct at all times during my placement.

5. I will attend the Work Health and Safety induction at my host organisation and ensure my familiarity with:
   - Health and safety policies and requirements
   - Emergency and evaluation procedures
   - First aid arrangements
   - Procedures for reporting incidents
   - The name and location of the health and safety representative

6. I will ensure I inform my ECU Supervisor and host organisation immediately if I become aware of a hazard or I am involved in an accident or incident during my placement.

7. I will act, at all times, with reasonable care within the host organisation workplace.

8. I will comply with my host organisation's policies regarding intellectual property and will take reasonable care to protect the confidential or private information of the host organisation.

9. I will comply with my host organisation's policies regarding COVID-19, including their COVID-19 Safety Plan and any government or workplace restrictions arising from COVID-19.

10. I will notify my ECU supervisor immediately if there is anything which may impact on the successful completion of my placement, or if I believe I do not have the capacity to safely and/or competently continue my placement.

HOST AGREEMENT (WORKPLACE SUPERVISOR)

Host organisation:

Placement location:

Host supervisor name:

Workplace supervisor contact:

1. I have read and understood the ECU WIL Guidelines for Host Organisations.

2. The organisation has appointed a workplace supervisor to appropriately supervise the student during the placement.

3. I have provided the student with an induction to the workplace including a work health and safety induction.

4. I confirm the organisation has appropriate insurance policies in place and will provide the certificate of currency of our public liability insurance policy to the ECU Supervisor on request, if required.

5. I will maintain appropriate contact with the ECU Supervisor and will inform the ECU Supervisor immediately if the student is involved in an accident, incident or near miss.

6. I will ensure all tasks provided to the student are within the scope of the student's placement agreement and will not ask the student to perform tasks beyond their capabilities.

ECU SUPERVISOR AGREEMENT

ECU supervisor name:

ECU supervisor contact:

1. I have read and understood the ECU WIL Guidelines for Staff.

2. I will provide appropriate supervision of the student during the placement.

3. I will ensure the student is provided with relevant induction to the host organisation, including a work health and safety induction.

4. I will ensure all accidents, incidents and near misses are reported in accordance with ECU Incident Management and Reporting guidelines.

5. I have received confirmation from the host organisation that they have processes to ensure the safety of students on placement.

6. I have provided the workplace supervisor with an overview of the assessment outcomes required by the student and will be in regular contact with the workplace supervisor during the placement.

A completed copy of the checklist must be provided to the student, host organisation and ECU supervisor, and a copy retained by the School's WIL coordinator.

Bachelor of Social Science
CHN3113 Children and Family Studies | CSV3113 Human Services and Community Work

Host Supervisor Report

This report is to be completed by the Agency Supervisor after observing the student in the placement setting to provide reflection on performance.

Placement Details

Student Name:	Student No.
Organisation Name:	Supervisor Name:
Dates of Placement:	Supervisor email:

Please select the appropriate indicator based upon the student's performance and competence on placement.

Guideline 1

Practices social welfare in an ethical manner in accordance with values and ethics of the profession.

The following elements support this competency:

- Applies principles of respect and commitment to clients as human beings, regardless of their attitudes and behaviour.
- Applies principles of social justice, equity, individual worth and dignity and self-determination in day-to-day professional practice and in policy development and implementation.
- Practices in an ethical manner.
- Is responsible and accountable for one's own actions, decisions and professional development.
- Maintains and applies an awareness of legal issues, principles and mechanism, legislation and statutory provisions affecting professional practice.
- Applies critical analysis to the profession, human service agencies and organisations, and societal institutions, and works towards change.

Met	Partly Met	Not Met	Not Applicable

General Comment:

Guideline 2

Communicate with a broad spectrum of people and organisations using appropriate techniques and media.

The following elements support this competency:
- Speaks such that one's meaning is conveyed effectively.
- Understands and clarifies the intended meaning of the communication of others.
- Prepares written communication.
- Collects, organises, presents and disseminates information relating to social and community services programs and issues.
- Selects and uses the means of communication appropriate to the occasion.
- Demonstrates awareness of the impact of values, power and authority in communication.

Met	Partly Met	Not Met	Not Applicable

General Comment:

Guideline 3

Assesses, plans and evaluates programs, projects and work programs with clients.

The following elements support this competency:
- Works with clients and their social environments, and with the interaction between clients and their environments to empower and educate clients to act on their own behalf.
- Applies a range of theories, techniques and methods in working with clients as individuals, families, groups and communities.
- Gathers relevant data including conducting interviews with clients and others for a variety of purposes.
- Identifies, assesses and analyses data.
- Facilitates the participation of people in developing policies and programs.
- Sets goals and objectives.
- Develops referral systems and makes and receives referrals to and from other services, resources and professionals.
- Facilitates development and maintenance of groups and networks with communities of people for mutual benefit.
- Monitors and evaluates work with clients and the impact of, programs, policies and projects.

Met	Partly Met	Not Met	Not Applicable

General Comment:

Guideline 4

Plans, organises and carries out work autonomously and as part of a team

The following elements support this competency:
- Manages projects and programs.
- Works according to statutory requirements and policies.
- Works autonomously.
- Works as a member of a team.
- Manages staff and volunteers including ongoing support and co-ordination of their activities.
- Creates and maintains records and information systems relating to clients, resources, programs and projects.

Met	Partly Met	Not Met	Not Applicable

General Comment:

Guideline 5

Use their personal attributes to effect in dealings with clients, colleagues, employers, and the general community and demonstrates an awareness of both formal and informal societal structures and systems and their implications for clients, workers and community service organisations.

The following elements support this competency:
- Develops rapport with the clients.
- Maintains a high level of self-awareness.
- Applies flexibility and openness to change, using improvisation and creative alternatives.
- Demonstrates an awareness of personal and professional limitations and consults others when appropriate.
- Applies an understanding of societal institutional frameworks such as social, cultural, spiritual, political and economic influences in considering client situations, and in developing policies, programs and projects.
- Understands the legislative and statutory provisions affecting workers.
- Applies an understanding of the historical and socio-political context of welfare work as a profession.

Met	Partly Met	Not Met	Not Applicable

General Comment:

Final Comments.

Additional comments on the strengths observed:

Supervisor Signature:	Student Signature:
Date:	Date:

<div align="center">

Bachelor of Social Science

CHN3113 Children and Family Studies | CSV3113 Human Services & Community Work

Student Log of Hours
</div>

Students are required to keep a log of the completed hours. Multiple copies may be required.
This must be signed off by an agency representative and uploaded to SONIA and Pebblepad upon the conclusion of placement.

Fair Work Australia requires that after 5 hours of working, a minimum of 30-minute break is taken. (Break times do not count in total number of hours.)
**you may need to download more than 1 copy of this document for completion.

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:								

Student Log of Hours page 2 of 3

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

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

Student Log of Hours page 3 of 3

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:

WORLD READY

School of
Arts & Humanities