**Bachelor of Social Work | Bachelor of Social Science: Human Services**

**SWK3116 Field Placement 1| SWK4116 Field Placement 2| SWK5115 Field Placement 2 Honours**

# 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 placement manual regarding what is/ not included for placement hours.

Student Name:

Agency Name:

Commencement Date: Click or tap to enter a date.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEEK 2 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| I confirm that I have received formal 1.5 hours (per 35 placement hours) Social Work Supervision YES NO (please circle) |
| AGENCY SIGN OFF AND DATE |

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

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

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

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

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

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

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

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

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| --- | --- | --- | --- | --- | --- | --- |
| WEEK 11 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| AGENCY SIGN OFF AND DATE |

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| --- | --- | --- | --- | --- | --- | --- |
| WEEK 12 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| AGENCY SIGN OFF AND DATE |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEEK 13 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| AGENCY SIGN OFF AND DATE |

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| --- | --- | --- | --- | --- | --- | --- |
| WEEK 14 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| AGENCY SIGN OFF AND DATE |

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| --- | --- | --- | --- | --- | --- | --- |
| WEEK 15 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| AGENCY SIGN OFF AND DATE |

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| --- | --- | --- | --- | --- | --- | --- |
| WEEK 16 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| AGENCY SIGN OFF AND DATE |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEEK 17 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| AGENCY SIGN OFF AND DATE |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEEK 18 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | WEEK TOTAL |
| START TIME |  |  |  |  |  |
| FINISH TIME |  |  |  |  |  |
| BREAK TAKEN |  |  |  |  |  |
| DAILY TOTAL |  |  |  |  |  |
| TOTAL PLACEMENT HOURS: ACCUMULATIVE TOTAL |  |
| AGENCY SIGN OFF AND DATE |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEEK 19 | MONDAY | TUESDAY  | WEDNESDAY | THURSDAY | FRIDAY | 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:

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\*if more space is required, please download a second sheet.