



Charles Sturt
University

For Social Work Students 2020

Information Sheet & Frequently Asked Questions

Updated January 2020

Faculty of Arts & Education
Workplace Learning (WPL)
Charles Sturt University

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For preparation and planning for placement please refer to the
[Social Work and Human Services Field Education Handbook](#)

Bachelor of Social Work

Field Education subjects are year long. Students must enrol in both Session 1 and 2
eg: 20xx30 and 20xx60

HCS303 Professional Field Education 1

HCS402 Professional Field Education 2

Masters of Social Work Professional Qualifying

Field Education subjects are year long. Students must enrol in both Session 1 and 2
eg: 20xx30 and 20xx60

HCS505 Social Work Professional Field Education 1

HCS506 Social Work Professional Field Education 2

SWK424 Social Work Placement 2A

Session 1 ONLY

Eligibility to complete SWK424 in place of HCS402 (BSW) or HCS506 (MSWPQ) needs to be approved by your Course Director. You can do this by contacting FOAE-Course@csu.edu.au.

SWK424 is a single session 16 point subject only available in Session 1 (**72 days/500 hours**). To be eligible for inclusion into the August graduation ceremonies students need to complete their course and placement requirements by the end of June.

Note:

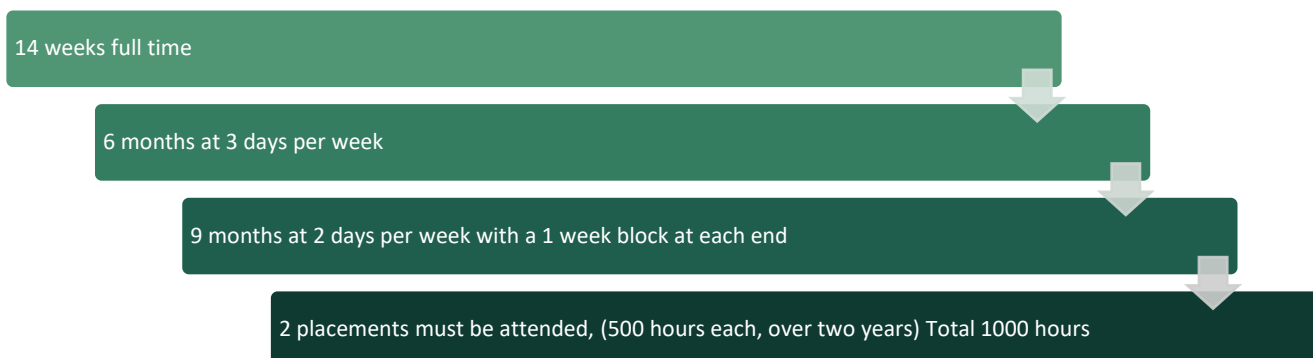
- Planning is subject to agency availability/placement opportunities
- Placements outside the official session dates are subject to Head of School approval

Students must complete 2 placements:

- 1 placement with primarily a **DIRECT** focus (counselling, case work, case management)
- 1 placement with primarily an **INDIRECT** focus (group work, community work, policy, research)
- **Placements must be in two different fields of practice**
- **500 hour each placement**

Time periods for placement

Each placement is approximately 72 days (500 hours)



These calculations are based on 7 hour days

Frequently Asked Questions

1. What are the first steps for enrolling?

Once a student has correctly enrolled (both sessions) in a placement subject they will be invited to upload mandatory compliance documents on InPlace. Once these documents have been verified the student will then be invited to complete a preference for placement document via InPlace. The student will then be assigned a Placement Academic Liaison (PEA), who will source a placement. The student registration process is now complete.

2. What are compliance documents and why do I need to provide them?

- **National Police Check (Mandatory)**

https://www.police.nsw.gov.au/online_services/criminal_history_check

<https://www.crimcheck.org.au/check/TertiaryEd>

<https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/accredited-bodies>

- **Resume (Mandatory)**

<http://charlie.student.csu.edu.au/2016/10/10/how-to-create-the-perfect-resume-and-cover-letter/>

- **Working with Children Check (to be eligible for child related placement)**

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

- **NSW Health (to be eligible for a health facility placement)**

[NSW Health Compliance Package](#)

3. How will I know when to supply the compliance documents?

When a student is correctly enrolled in both sessions the WPL Office will send an email requesting the student to log into InPlace and upload their documents.

4. What is the NSW Health Compliance package?

To be eligible for a health facility placement for example: hospital/aged care it is a compulsory requirement to complete the NSW Health compliance package.

Please allow a minimum of 3-6 months for planning to obtain health compliance

NSW Health Compliance Package

The WPL Office will advise students of the additional requirements for each state they are planning to attend a placement.

5. Where do I select my preferences for placement?

Each student will be invited to log into InPlace and complete the online form once they have uploaded all mandatory compliance documents.

6. When do I get allocated a Placement Establishment Academic (PEA)?

Once all mandatory documents have been verified and placement preferences completed on InPlace, the PEA will be allocated to each student.

7. Can I source my own placement?

Students are not allowed to canvas their own placement. Once each student has correctly enrolled and registered a Placement Establishment Academic will be assigned early in the year to canvas and plan each student's placement.

8. Can I do a placement with my current employer/in my workplace?

Students are permitted to attend one placement within their workplace, however specific requirements must be met to approve the placement.

The proposed placement has to be in an area/field of practice that is different from the student's normal duties and no prior experience.

Students who undertook the Professional Practice Assessment (PPA) strand are not eligible to undertake their second placement in any field of practice associated with their work history or that they used for their first professional practice assessment.

9. Can I do an overseas placement?

Yes - for the second field education subject only

The placement must have an indirect focus

The student is able to speak the local language sufficiently for the purposes of the placement.

The students first placement must be hosted in Australia with a direct placement focus (interpersonal skills)

Students who have completed the PPA strand are not eligible to complete an overseas placement for their Field Education 2 subject.

10. When can I start placement?

Students enrolled in a placement for the first time at Charles Sturt University must complete and pass Assessment Orientation and Preparation Plan before they can start their placement. Field Education 1 subjects HCS303 and HCS505 will not commence placement until late April/early May.

Field Education 2 students on approval may be eligible to commence placement before the start of Session 1, providing the students is correctly enrolled and registered.

It is not possible to enrol in Field Education subjects during Session 3 (December to late February).

11. Who should I contact for more information?

Please refer to the Social Work and Human Services Field Education Handbook

For enquiries about Field Education please email: HumanServices-WPL@csu.edu.au

Workplace Learning-School of Humanities and Social Sciences Website including the Handbook and NSW Health compliance details

<http://arts-ed.csu.edu.au/schools/humss/social-work-and-human-services#horizontalTab2>

Professional Practice Assessment information

https://cdn.csu.edu.au/_data/assets/pdf_file/0005/2566382/PPA-Process-2018.pdf

HETI NSW – Student Compliance

<https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/clinical-placements/student-compliance>

CSU Graduation information and planning options

<https://graduation.csu.edu.au/home>

How to find out about graduate in absentia

<https://graduation.csu.edu.au/prepare-to-graduate/absentia>