



# Frequently Asked Questions (FAQ)

## 2019 Workplace learning – Bachelor of Human Services

### For students admitted in 2019

**Is placement compulsory for all Human Services students?**

**What subjects do I need to enrol in for Workplace learning?**

**Do I have to find my own placement?**

**Can I complete placement part-time?**

**How many placements will I have to do?**

**Am I able to be paid for my placement?**

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

**What paperwork do I have to supply for my placement?**

**Can I complete the workplace learning subjects that are in the 2020 course structure?**

**What happens if I can't complete all my placement during session?**

**Who do I contact for help?**

### Is placement compulsory for all Human Services students?

As a general rule all students who are admitted via the general admission process are required to undertake a placement.

Students admitted with an 80 point credit package will be required to undertake a placement– but credit arrangements are available to eligible students.

Students who have been admitted with a 96 credit point package will not have to do a placement.

### What subjects do I need to enrol in for Workplace learning?

The subject is HCS303 SW Field Education 1. Please note that this is a 16 point subject and you will be required to enrol twice – in session one and two.



### **Do I have to find my own placement?**

The university locates and negotiates all placements in the Bachelor of Human Services. Students are not to approach any agency for a placement. If you have a contact in the field then discuss this with the academic that is assigned to you and they will follow this up.

### **Can I complete placement part-time?**

Yes, students may undertake placement a minimum of 2 days per week.

However, all students need to undertake placement in a continuous and uninterrupted block i.e. not broken up by holidays or planned leave. Placement is best undertaken full-time i.e. over a five week period.

There are no minimum hours required to be completed in a day. However, at all times the learning period must be viable. Most agencies would be reluctant to support less than six hours per day.

In addition, it is expected that students will be available for office hours (9am to 5pm). Opportunities to undertake a placement after hours or on weekends are limited.

### **How many placements will I have to do?**

All students will be required to undertake one placement of 400 hours.

Some students may be eligible for a credit for placement based on previous placements undertaken in their Diploma studies OR relevant work experience. For further information contact the WPL team.

### **Am I able to be paid for my placement?**

A. As a general rule students are not paid to undertake their placement. Being paid to work does change the expectations of experience and this can be at odds with the learning experience. If you have something in mind however please discuss this with your academic.



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

One placement in the student's workplace is permitted, providing certain conditions are met. The proposed placement has to be in an area/field of practice different from the student's regular work.

## What paperwork do I have to supply for my placement?

All students must provide:

- Current National Police Check (these are valid for 3 years)
- Current NSW Working With Children Check (or other state equivalent if completing placement outside of NSW).
- Immunisation history – for students completing placement at a health facility.

## Can I complete the workplace learning subjects that are in the 2020 course structure?

In the 2020 course structure, students complete subjects WEL232 and WEL324 instead of HCS303. In these subjects two separate placements of 200 hours are completed.

WEL232 and WEL324 are offered in Session 2 only. If you would like information on this option, contact the Course Admin Team for enrolment advice ([FOAE-course@csu.edu.au](mailto:FOAE-course@csu.edu.au))

## What happens if I can't complete all my placement during session?

Placements may progress beyond the end of session and arrangements are in place to manage this – e.g. part-time placements commencing in Session 2 may finish in January the following year.

## Who do I contact for help?

### ***Workplace Learning***

**Phone** 02 6933 2784

**Email** [HumanServices-WPL@csu.edu.au](mailto:HumanServices-WPL@csu.edu.au)

**Website:** <https://arts-ed.csu.edu.au/schools/humss/social-work-and-human-services#horizontalTab4>