

# Agency Agreement for Social Work Placement in Student's Place of Work

School of Humanities & Social Sciences

**This agreement is a condition for approval of a placement in the student's place of work**

## SECTION 1: THE STUDENT

Subject \_\_\_\_\_ Student ID Number \_\_\_\_\_

Family Name \_\_\_\_\_ First Name \_\_\_\_\_

## SECTION 2: THE AGENCY

Organisation Name \_\_\_\_\_

Agency Manager \_\_\_\_\_ Onsite Field Educator \_\_\_\_\_

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In order to meet the requirements of Charles Sturt University's Bachelor of Social Work for undertaking a placement in the student's place of work, the people listed above agree to the following conditions:

- 1 The placement will involve learning experiences which are different and distinct from the student's routine work responsibilities.*
- 2 The proposed placement offers the student new experiences and is relevant to her/his learning goals.*
- 3 Goals of the placement and learning opportunities will be determined by a consultative process involving CSU liaison staff, on-site and off-site field educators and the student.*
- 4 The placement will be undertaken as a learning experience and not as a professional duty. To this end, time will be allowed for the student to reflect on the learning process, consult with other professionals and the literature; investigate other examples of the placement project.*
- 5 A minimum of two days per week must be spent on the placement. Two 5-day blocks must be completed if this is the case, and times of placement will be specified in writing. Any changes to these will be notified in writing in advance.*
- 6 During the times the student is undertaking the placement, she/he will not be required to undertake her/his usual work duties.*
- 7 The placement field educator in the place of employment is not the student's usual supervisor in the workplace. The placement field educator will supervise only the placement activities of the student.*
- 8 Charles Sturt University staff will be involved in the process of the placement to monitor the quality of work undertaken and learning experiences offered. CSU staff make the final decision in marking.*

**These conditions are agreed by**

Student	Date
On Site Field Educator	Date
Off Site Field Educator	Date
Agency Manager	Date
CSU	Date

# Proposed Work Plan for Work Based Placement

School of Humanities & Social Sciences

## PURPOSE OF THE PLACEMENT

Please provide a brief outline of the placement goals

## ACTIVITIES INVOLVED IN THE PLACEMENT

Please list specific activities eg. Research, group work etc

## ANTICIPATED OUTCOMES OF THE PLACEMENT

## WHAT IS YOUR CURRENT ROLE IN THE ORGANISATION

## HOW WILL YOUR STUDENT ROLE BE DIFFERENT

## WHAT STEPS WILL YOU TAKE TO KEEP YOUR STUDENT ROLE SEPERATE FROM YOUR WORK ROLE

## ANY OTHER COMMENTS