



Charles Sturt
University

For Social Work Students

Information Sheet & Frequently Asked Questions

Updated February 2023

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

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For preparation and planning for placement please refer to the
[School of Social Work and Arts website](#)

Bachelor of Social Work

Field Education subjects are year long. Students must enrol in 20XX 31 session.

HCS323 Professional Field Education 1

HCS411 Professional Field Education 2

Masters of Social Work Professional Qualifying

Field Education subjects are year long. Students must enrol in 20XX 31 session.

HCS525 Social Work Professional Field Education 1

HCS526 Social Work Professional Field Education 2

HCS424 and HCS524 Field Education 2

Session 1 ONLY

Eligibility to complete HCS424 and HCS524 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.

HCS424 and HCS524 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:

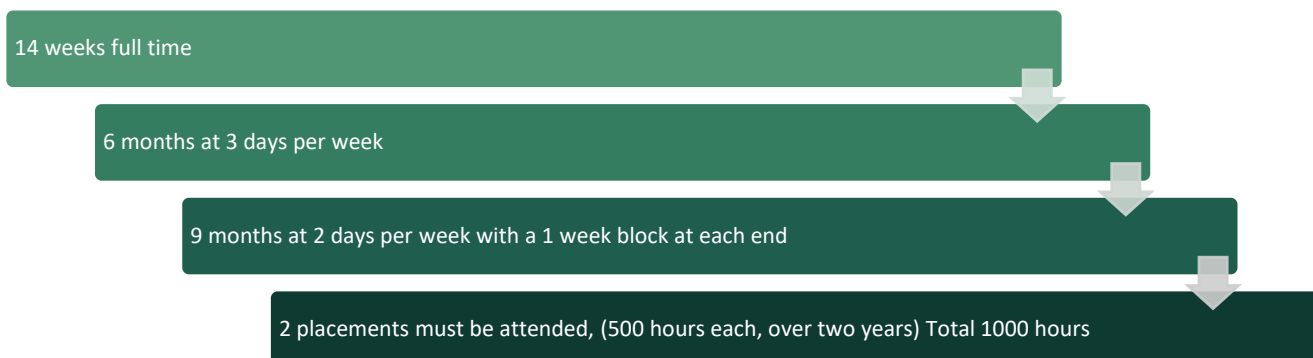
- Planning is subject to agency availability/placement opportunities
- Placements outside the official session dates are subject to Head of School approval

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 in a placement subject they will be invited to upload mandatory compliance documents on InPlace and complete a self placement form. 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)**
[National Police Check](https://www.crimcheck.org.au/check/TertiaryEd) <https://www.crimcheck.org.au/check/TertiaryEd>
- **Resume (Mandatory)**
[How to create the perfect resume](#)
- **Working with Children Check (Optional-to be eligible for child related placement)**
[Working with Children Check](#)
- **NSW Health (Optional-to be eligible for a health facility placement)**
[NSW Health Compliance Package](#)

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

Each student, once correctly enrolled will be introduced to the Field Education subjects via email. Students are required to log into Inplace and complete a self placement which involves uploading compliance 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 introduced to the Field Education subjects via email. Students are required to log into Inplace and complete a self placement.

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?

Overseas placements are considered on a case-by-case basis. Overseas placements are best suited to second placement, however, they might also be considered in Field Education 1.

If you complete PPA in Field Education 1, you cannot undertake an overseas placement. The AASW requires that at least one placement has to be completed in Australia.

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 HCS323 and HCS525 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: foae-wpl@csu.edu.au

Workplace Learning-School of Social Work & Arts Website including the Handbook and NSW Health compliance details

[Social Work](#)

Professional Practice Assessment information

[Prior Experience](#)

HETI NSW – Student Compliance

[Health Education and Training](#)

CSU Graduation information and planning options

<https://www.csu.edu.au/current-students/careers-and-graduation/graduation>

How to find out about graduate in absentia

<https://www.csu.edu.au/current-students/your-course/graduation/am-i-eligible-to-graduate>