

Offer a Social Work Student Placement

- La Trobe University Social Work students from both 3rd year (first placement) and 4th year (final placement) attend a 70-day placement from **14th September to 18th December, 2009**. Placements in these dates are full-time. Some students request part time (3-4 days/week) placements.
- Placement tasks (for first and final placements) can include any tasks performed by a Social Worker - a mix of or all - direct service, community development, projects.
- After a prospective match has been discussed by placement staff with the supervisor/s, the student contacts the Field Educator and/or Task Supervisor to arrange a pre-placement interview at a mutually convenient time. This is a 2-way assessment process between the student and agency & placement supervisor/s. LTU Placements Team will then follow up with the supervisor/s and the student and ensure all parties are satisfied, and only then confirm the placement.

Supervision expectations:

- Social Work students are required by the AASW to receive a minimum of 1.5 hours supervision (including formal and informal) per 5 days of placement, from a Field Educator - a qualified Social Worker (AASW eligible) with 2 or more years experience since graduation. Shared supervision is acceptable, with a Field Educator co-supervising with a Task Supervisor (= any experienced human services worker who does not meet the Field Educator criteria).
- Further details about expectations of supervisors and agencies offering a placement are available in the LTU Division of Allied Health's Clinical & Professional Education Supervisor Manual and general information about SW placements at Combined Schools of Social Work, Melbourne www.cssw.com.au (see FAQs). These include placement preparation, duty of care, appropriate placement tasks and more.

Field Educators (Social Work supervisors) reporting requirements:

- Via the Placement Assessment Report (PAR). Slightly different for 3rd & 4th years. (3PAR or 4PAR). Learning goals in 7 Learning Areas are set for all students. Full instructions on p2 of PAR.
- FE has input in student setting placement specific learning tasks in the first 3 weeks of placement.
- Prior to Mid-placement, student self-assesses and rates progress towards achieving goals and tasks, FE comments on student's assessment and also rates progress – all recorded in the PAR.
- In last week, this self assessment, comment & rating process is repeated, and recorded in the PAR. There is room for general comments. The PAR form is downloaded by the student from the School web (LMS). Further information provided in the Supervisor Manual.

Support provided by La Trobe University:

- Following confirmation of each placement, the Field Educator and/or Task Supervisor will receive formal documentation confirming placement arrangements. This package will include information about support and training for supervisors, the Supervisor Manual, insurance arrangements & La Trobe University library borrowing rights. In addition, closer to placement start-date, contact details for student/s, supervisor/s, Liaison Person and placement dates will be emailed.
- Prior to placements starting a Briefing session for La Trobe SW placement supervisors is held and near the end of placements a Debrief and Lunch. This year's dates for each LTU campus are listed below.
- The University appoints a Liaison Person to support and monitor each placement and is available to both the supervisor/s and the student by phone / email throughout the placement, as needed. The Liaison Person finalises the Learning Agreement around week 3, and visits the placement agency and meets with the supervisor/s and the student to discuss progress and to resolve any issues. The visit usually happens around Week 4 or 5. Further visits can be arranged if needed.

More Information: www.latrobe.edu.au/socialwork/ and click on Field Education Program
Please email or ring your local campus (contact details on reverse) with any questions.

SW Placement Supervisors Briefings, workshops at each campus:

Bundoora	Thur 23July & Mon 24 August	9.30am - 12pm Briefing for current supervisors 1pm - 4pm Placement supervision workshop
Bendigo	Monday 31 August	12pm – 2.30pm
Albury/Wodonga	Tuesday 25 August	9am -12pm
Mildura	Thursday 23rd July	1pm - 4pm

School of Social Work & Social Policy
Field Education Program Staff



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Bundoora (Melbourne) campus

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Mildura campus

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