

Social Work & Human Services, James Cook University



Recognition of Prior Learning – WS3503/ WS5303 Field Education 1

The Australian Association of Social Workers provides a clear guideline to all Australian universities regarding the requirements students must demonstrate in order to successfully receive recognition of prior learning for Field Education subjects. The *Australian Social Work Education and Accreditation Standards (ASWEAS) 2012* can be found at the following link: <http://www.aasw.asn.au/document/item/3554>

The AASW allows for students to apply for RPL if they can demonstrate the following:

1. A **minimum of three full-time equivalent years'** practice in a relevant context in the **previous seven years** in which **at least one year of full-time-time equivalent** has been in the **last three years**
2. A **minimum of three full-time years'** practice in a relevant context, **using social work practice skills** such as assessment and counseling methods such as casework or community work. The minimum expectation for a 'relevant context' is that it includes an organizational context and similar kinds of professional work experience that **correspond** to what would be expected of a first placement student.
3. Assessment of a **portfolio** developed by the student demonstrating how he/she meets the practice standards and demonstrates the integration of theory and practice, social work ethics and values
4. External, **independent verification/ reference** as to accuracy of student's claims.

(AASW, 2012, pp.5-6)

There are two due dates for application, recognizing that BSW and MASW students complete their placements in different semesters. BSW students are encouraged to submit their application by the first due date.

The first due date will be **Monday 4th February 2019** by 5pm Queensland time. The aim will be to inform students submitting by this date about the outcome of their application before the commencement of study period 1.

The second due date for RPL Field Education 1 is **Monday, 20th of May 19**. Students will be advised of the outcome of their application prior to SP2.

Steps to follow

1. Check whether you might be eligible to receive RPL for your first field education experience. You need to be able to meet all criteria:
 - a. **A minimum of three full-time equivalent years' practice** in a relevant context in the **previous seven years** in which **at least one year of full-time-time equivalent has been in the last three years**
 - b. A minimum of three full-time years' practice in a relevant context, **using social work practice skills** such as assessment and counseling methods such as casework or community work. The minimum expectation for a 'relevant context' is that it includes an organizational context and similar kinds of professional work experience that correspond to what would be expected of a first placement student.
 - c. Ability to develop a portfolio developed by the student demonstrating how they meet the **practice standards** and **demonstrates the integration of theory and practice, social work ethics and values**, and **completed the learning required in the first placement subject** [see template questions and other requirements]
 - d. External, independent verification/ reference as to accuracy of student's claims **by a qualified social worker**.
2. Use the questions at the end of the form to guide your responses to show that you have achieved the learning outcomes for the first field education subject. **Complete** the template.
3. Email the field education coordinator, indicating your intention to apply for RPL. Please contact the field education coordinator with any questions or if you feel unsure about whether you meet the criteria. The Field Education Coordinator during the second half of 2018 is Debra Miles (debra.miles@jcu.edu.au), please address any questions about your 2019 application to her before the 31st of December 2018, otherwise in 2019 it will be Ines Zuchowski (ines.zuchowski@jcu.edu.au).
4. Complete the Advanced Standing application form, accessible here: <https://www.jcu.edu.au/students/enrolment/credit-for-previous-study-advanced-standing>
5. Include up to date **resume, evidentiary material** to support your application, such as job descriptions, **referee reports** and copies if **training certificates** attended
6. Obtain **verification from a social worker** (at least two years post-qualifying) to attest to the accuracy of your application. This needs to include a description of their relationship to you and how they have come to be able to verify your claims, i.e. in what capacity have they worked with you or been able to observe your work. It must include a statement of the Social Worker of when and where they qualified as a professional social worker or a copy of their graduation certificate. This letter **must be witnessed by a JP**.
7. Compile RPL documents as a portfolio.
8. Send a **scanned, electronic copy** to the Field Education Coordinator, Ines Zuchowski (ines.zuchowski@jcu.edu.au)
9. Forward the **three original, hard copies** of the portfolio to the Field Education Coordinator to arrive before or by the due date

Dr Ines Zuchowski
Field Education Coordinator

Social Work & Human Services
College of Arts, Society and Education
James Cook University
Douglas 4814

10. Ensure the hard copies reach the Field Education Coordinator **by the due date.**

The RPL Application requires you to describe how you have met the following Learning Outcomes through your previous paid employment.

WS3503and WS5303 Field Education 1 Subject learning outcomes

Students who successfully complete this subject will:

1. demonstrate and apply knowledge of values, ethics and professionalism in daily social work practice;
2. describe and engage in culturally responsive and inclusive practice;
3. explain social work theories, concepts, methods and techniques, and apply to practice;
4. apply appropriate communication and interpersonal skills, informed by reflections on use of self;
5. implement information recording and sharing strategies;
6. actively participate in professional development and supervision.

WS3503/WS5303: RPL Template

Summary of Work Experience in a Social Work Welfare context (please complete with detail):

Title of Position and employer	Main Duties	Type of social work methods applied (i.e. case work, group work, management of social services, community work, research)	Dates of employment	Hours per week worked in this position

Social Worker Verification

The attached signed verification by _____ (Name of qualified Social Worker) relates to my work in the following position (s): _____. They have knowledge of my work because for the following reasons:

I, _____ (name of RPL applicant) confirm that the information in this application is correct.

Signed and Dated

Learning Outcomes Form

1. Learning Outcome One

Demonstrate and apply knowledge of values, ethics and professionalism in daily social work practice;

1.1 Statement of Learning

I can demonstrate and apply knowledge of values, ethics and professionalism in daily social work practice impact my practice through the following experiences:

1.2 Provide an example from your practice that clearly demonstrates to the committee your understanding and achievement of this outcome.

1.3. My practice in this area reflects the AASW (2013) Practice Standards and the AASW (2010) Code of Ethics in the following way:

2. Learning Outcome Two

Describe and engage in culturally responsive and inclusive practice

2.1 Statement of Learning

I can demonstrate I have met this learning outcome through the following:

2.2 Provide an example from your practice that clearly demonstrates to the committee your understanding and achievement of this outcome.

2.3. My practice in this area reflects the AASW (2013) Practice Standards in the following way:

3. Learning Outcome Three

Explain social work theories, concepts, methods and techniques, and apply to practice

3.1 Statement of Learning

I can demonstrate I have met this learning outcome through the following:

3.2 Provide an example from your practice that clearly demonstrates to the committee your understanding and achievement of this outcome.

3.3. My practice in this area reflects the AASW (2013) Practice Standards in the following way:

1. Learning Outcome Four

Apply appropriate communication and interpersonal skills, informed by reflections on use of self

4.1 Statement of Learning

I can demonstrate that I apply appropriate communication and interpersonal skills, informed by reflections on use of self through the following experiences:

4.2 Provide an example from your practice that clearly demonstrates to the committee your understanding and achievement of outcome.

4.3. My practice in this area reflects the AASW (2013) Practice Standards in the following way:

5. Learning Outcome Five

Implement information recording and sharing strategies

5.1 Statement of Learning

I can demonstrate that I am able to implement a range of information recording and sharing strategies in my practice through the following experiences:

5.2 Provide an example from your practice that clearly demonstrates to the committee your understanding and achievement of this outcome.

5.3. My practice in this area reflects the AASW (2013) Practice Standards in the following way:

6. Learning Outcome Six

Actively participate in professional development and supervision

6.1 Statement of Learning

I can demonstrate I have met this learning outcome during my years of employment in the human services sector through the following ways:

6.2 Provide an example from your practice that clearly demonstrates to the committee your understanding and achievement of this outcome.

6.3. My practice in this area reflects the AASW (2013) Practice Standards in the following way:

References

- AASW. (2010). *AASW code of ethics [2010]*. Canberra, ACT: Australian Association of Social Workers.
- AASW. (2012). *Australian social work education and accreditation standards (ASWEAS) 2012*. Canberra, ACT: Australian Association of Social Workers, pp. 1-37.
- AASW. (2013). *Practice standards 2013*. Canberra, ACT: Australian Association of Social Workers, pp. 1-19.

Example Social Worker Verification

Verification of Experience Claims for the purpose of gaining Recognition of Prior Learning for Field Education 1

Student: [name]

Verifying Social Worker Details and Statement:

Name: [name]

Full contact details: [phone and email]

Degree, Institution and year of completion of social work qualification:

Brief outline of experience:

Context in which the student is known

I, [name of Social Worker], have known [name of RPL applicant] since [date]. I am aware of [name of student]'s work in through

Verification of claims made in the port-folio

I have read [student's name] application for RPL. I can confirm the following claims made by the student:

My assessment of [student's name]'s experience in the human services field and suitability for social work practice is as follows:

Signed, dated, signature witnessed by a JP

Check List

Before you submitting your RPL application portfolio, please check once again that you have included all of the following:

- a completed **RPL Template Form** .This form must include specific details of relevant work experience that meets the AASW requirements of **at least three years of full time employment in a relevant context within the past seven years** which must include **at least one year of full time equivalent employment has been in the last three years**.
- **Evidence** that supports your application such as job descriptions, supporting documentation from employers and examples from practice.
- a **resume** providing personal details, work history and relevant training and education
- A **letter of verification** from a qualified social worker who can attest to its accuracy. The verifying social worker must provide details of their own background and qualifications demonstrating they have been a practicing social worker for at least two years prior to the testament.
- The completed and signed faculty **advanced standing application form**.
- Please note that an **original or certified copy** of the verifying social worker's letter is required for the application, so you **must** provide the original or certified copy in one of the three hard copies of your application. It must include a copy of the social worker's graduation certificate.
- The three hard copies are to be posted to the Field Education Coordinator, Ines Zuchowski. They must reach the Field Education Coordinator by the due dates
- **In 2019 this will be Monday 4th February and Monday 20th of May.**

Postal Address

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 Field Education Coordinator
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