

Work-Based Placement Application

This document first outlines key points about work-based placement (pages 1–6). The Work-Based Placement Contract form can be found on page 7.

Field Education and Work-Based Placements

Field education is an important component of social work education. Field education is an academic program that allows you to integrate what you have learnt in theory into practice. Generally, it is an unpaid activity that is supported by academic staff and supervisors in the field. The Australian Association of Social Workers (AASW, 2023a) allows you to complete field education in a workplace when certain conditions are met. This is called work-based placement.

Work-Based Placement Requirements

Importantly, work-based placements must facilitate new learning. If you want to undertake placement in your workplace, you must provide evidence demonstrating that you are in a new role that allows your achievement of new learning outcomes specified in your field education Subject Outline and Learning Plan. Please complete and submit the form below for an assessment of your eligibility.

When your form is assessed, these questions will be asked:

- Can the field education goals and outcomes be achieved in this placement?
- Does this placement meet the AASW requirements?
- Will the workplace be supportive of me as a learner?

Please note that if your application for work-based placement is accepted, you must still attend the mandatory pre-placement workshops and integration sessions facilitated by James Cook University.

Field Education Opportunities

Field education gives you opportunities to:

- Develop and widen your experience
- Broaden your knowledge base
- Learn new forms of practice
- Develop a greater understanding of social work through formal supervisory arrangements.

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Field education also allows you to:

- Enable your understanding of agency functions by experimenting with different interventions in the organisational mandate.
- Help you demonstrate your levels of competence or expertise through reflective and evidence-based practice.
- Support your identification of areas for further personal and professional learning.
- Encourage your effective use of personal resources that enable your growth as a social worker.
- Help you understand how your personalities, values and experiences influence your perceptions of self and others.
- Support your agency as a practitioner so you can make informed responses to policy and practice.
- Access supervision that matches your learning needs and is an exemplary model of supervision for the future.
- Enable your application of learned knowledge and skills to the realities of social work practice.

Field Education Learning Outcomes

You will learn in the context of your chosen field of practice and social work agency. This practice-based learning should align with the AASW [Practice Standards 2023](#) (AASW, 2023b). The six prescribed learning outcomes for field education subjects are reflective of the AASW Practice Standards 2023 (see Table 1 below).

Table 1. The six learning outcomes for all placements and their connection with the nine AASW Practice Standards 2023

BSW and MSW(PQ) Field Education 1	BSW Field Education 2	MSW (PQ) Advanced Social Work Practicum	AASW Practice Standards 2023
1. Demonstrate and apply knowledge of values, ethics and professionalism in daily social work practice	1. Demonstrate knowledge of and critically reflect on values, ethics and professionalism in daily social work practice	1. Synthesise knowledge of and critically reflect on values, ethics and professionalism in daily social work practice	Standard 1. Social workers conduct themselves according to the values, principles and guidelines of the AASW Code of Ethics 2020.
2. Describe and engage in culturally responsive and inclusive practice	2. Demonstrate and critically reflect on culturally responsive and inclusive practice	2. Demonstrate and critically reflect on culturally responsive and inclusive practice	Standard 2. Social workers practice in partnership with Aboriginal and Torres Strait Islander Peoples to support their priorities and aspirations. Standard 4. Social workers practice respectfully and inclusively with regard to culture and diversity.
3. Explain social work theories, concepts, methods and techniques, and apply to practice	3. Analyse and synthesise social work theories, concepts, methods and techniques, and apply to practice	3. Evaluate social work theories, concepts, methods and techniques, and apply to research and practice	Standard 5. Social workers practice within a professional knowledge framework informed by a critical understanding of contemporary social work theory and research.

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BSW and MSW(PQ) Field Education 1	BSW Field Education 2	MSW (PQ) Advanced Social Work Practicum	AASW Practice Standards 2023
4. Apply appropriate communication and interpersonal skills, informed by reflections on use of self	4. Apply effective communication and interpersonal skills, in a range of settings and contexts, informed by critical reflections on use of self	4. Apply advanced communication and interpersonal skills, in a range of settings and contexts, informed by critical reflections on use of self	Standard 3. Social workers advocate for policy initiatives and approaches to practice aimed at achieving fair and equitable access for people to social, health, economic, environmental and political resources. Standard 7. Social workers actively contribute to strengthening and promoting the identity and standing of the profession.
5. Implement information recording and sharing strategies	5. Implement advanced information recording and sharing strategies	5. Implement advanced information recording and sharing strategies	Standard 6. Social workers make professional decisions on the basis of a holistic assessment of the needs, strengths, goals and preferences of people.
6. Actively participate in professional development and supervision	6. Actively participate in professional development and supervision through critical reflection and research	6. Actively participate in professional development and supervision through critical reflection and research, in order to advance professional practice	Standard 8. Social workers build and strengthen their practice through regular structured supervision from social work qualified supervisors. Standard 9. Social workers monitor their skills, knowledge, and expertise to maintain, improve and broaden their professional development.

Note. There are two field education subjects in each social work course. BSW = Bachelor of Social Work. MSW(PQ) = Master of Social Work (Professional Qualifying).

AASW Standards for Work-Based Placement

The Australian Social Work Education and Accreditation Standards ([ASWEAS](#); AASW, 2023, p. 11) include the following guideline for work-based placements:

4.1.7 Students in employment will not have a placement in their current work role or under their current supervisor.

Work-based placement is significantly different from paid employment. The key purpose of the placement is to enable your pursuit of specific social work learning outcomes rather than the completion of routine tasks in your paid work role. The placement process should be a time of experimentation and analysis of how interventions work and what outcomes are possible.

Before you start work-based placement, special attention must be paid to:

1. Clarify the placement learning goals
2. Determine the learning opportunities available to achieve these goals
3. Determine the educational processes used
4. Ensure you have engaged in new learning, not routine work responsibilities
5. Ensure you do not have other workloads while undertaking placement
6. Arrange for the Field Educator to be different from your usual supervisor
7. Complete and sign the form (page 7).

Ideas for Making Work-Based Placements Work

You must have only one placement in your workplace. Before starting a work-based placement, consider some of the challenges this placement may pose.

If you have secured a part-time placement in your usual workplace, recognise that placement involves taking on a new role. Sometimes, there can be confusion about what is expected of both your placement and paid work role (e.g., hours, workload, learning goals). Please discuss these challenges with your employer and/or supervisor before placement, and review how you have managed these challenges throughout placement.

When establishing the parameters of work-based placement:

- Define your roles by reflecting, discussing and recording what is expected of you as a student and as an employer.
- Consider how your workload reflects your needs as a placement student.
- Discuss your role as a placement student with your supervisor and line manager.
- Discuss how you will navigate different relationships with your supervisor and line manager. Helpful questions include: Is your supervisor your colleague? Are they from another team? Does this impact your role as a student? What happens when there is conflict? How can you maintain confidentiality?
- Seek regular supervision focused on specific learning outcomes.

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- Practise self-care by reflecting on and implementing strategies that support you.
- Consider moving to a new space (e.g., desk, room or pod) when you are on placement to help separate your learning role from your role as an employee.
- Reflect on and start conversations with the agency about professional development opportunities during your placement.
- Consider the benefits your new placement role can offer to the agency, and discuss how they can add value to the agency's goals and vision.
- Ensure regular contact with your Field Education Liaison Officer (FELO).
- Review and discuss your progress during liaison meetings.

Work-Based Placement Contract

This is an agreement between an agency and James Cook University concerning your proposed work-based placement. Please fill in the coloured fields below by clicking or tapping on the grey text and typing. The grey text will be removed when you type.

Student Details

Name	Student's name	Student number	Student number
Phone	Student's phone #	Placement subject	[Click/tap to select subject]

Experience on Placement

If you have completed a placement before, please add details here. (Leave this section blank if this is your first placement).

First placement completed at	Name of agency
Main duties undertaken	Duties

Agency Details

Agency name	Agency's name	ABN	Agency's ABN
Phone	Agency's phone #	Agency address	Agency's address
Manger's name	Manager's name	Manager's email	Manager's email

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Qualified Social Worker Details

Leave this section blank if there is no social worker employed in the agency.

Name	Social worker's name	Phone	Social worker's phone #
Email	Social worker's email		

Work-Based Placement Information

Time spent on placement	Hours per week
Placement dates	Planned dates for starting and finishing placement
Employment commencement	[Click/tap to select start date]

If you have spent three months or less in your current role (which is considered a new role) please attach a job description.

If you have spent more than three months in your current role, please also attach a description of your proposed placement role that will involve new learning.

- ☐ A position description of my **current** role is attached
- ☐ A position description of my **proposed** new role is attached (if applicable)

AASW Requirements That Must Be Met

Regular weekly supervision of at least 1.5 hours duration	How this will be met
Regular attention to and review of identified learning goals	How this will be met
Time allocated as part of usual duties to write a daily reflective journal entry (at least 30 minutes a day)	How this will be met
Library time each week (approx. four hours)	How this will be met

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Allocation of learning experiences not involving routine work responsibilities	New learning experiences
Time allocated to attend the mandatory university integration sessions for the placement subject.	How this will be met
Staff willingness to support you as both a student and a fellow worker	How this will be met
Provision of a Field Educator who is not your line manager or usual supervisor	How this will be met

As required by the AASW Practice Standards 2023, we the undersigned agree that while the student is employed by us, we support the student’s role and learning needs for the period of the placement outlined above.

In the event of difficulties in placement, we agree to follow the guidelines as set down in Chapter 6 of the [Social WorkField Education Manual](#).

We have discussed the dual roles of ‘student and paid worker’ and have identified the following strategies to support the learning experience.

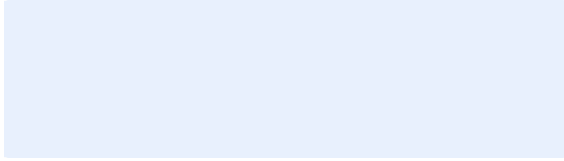
Specific strategies for supporting the student’s dual roles

Please upload a picture of your signature and add the date, or print and sign your form.

Agency Manager:

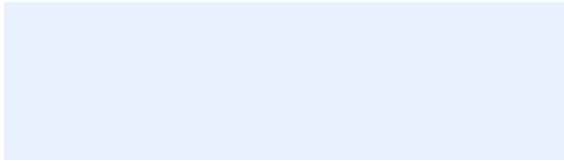
Date of signing: [\[Click/tap to add date\]](#).

Student:



Date of signing: [\[Click/tap to add date\]](#).

Field Education Coordinator:



Date of signing: [\[Click/tap to add date\]](#).

References

Australian Association of Social Workers. (2023a). *Australian Social Work Education and Accreditation Standards (ASWEAS)* (March 2020 V. 2.2 Updated August 2023).
<https://www.aasw.asn.au/education-employment/higher-education-providers/standards-and-guidelines/>

Australian Association of Social Workers. (2023b). *AASW Practice Standards 2023*.
<https://www.aasw.asn.au/practice-standards-2023/>