# Field Education Liaison Officer Checklist

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| **NOTE:**  The forms in this document need to be completed by the Field Education Liaison Officer (FELO) and returned to [placements@jcu.edu.au](mailto:placements@jcu.edu.au) within 2 weeks of placement completion. |

## Placement Assessment Scores

1. **Satisfactory:** This score means that **overall** progress is satisfactory, and the learning goals have been achieved. All documentation is complete.
2. **Unsatisfactory:** This score indicates that the learning goals have not been achieved and the student has failed their placement.

## Documentation required to be returned with the checklist to support End-of Placement Assessment Score – all documents to be signed by relevant parties

*Please ensure the Student has used the naming convention <Student ID><SURNAME><First name><Subject Code><title of document> for submitted documents*

1. Finalised Learning Plan
2. Student Self-Assessment Forms (mid-placement and end-of-placement)
3. Timesheets totalling 500 hours (each page needs to be signed)
4. Field Educator Assessment Forms (mid-placement and end-of-placement)

## Documentation required to be viewed to support End-of Placement Assessment Score

To support student’s learning, feedback (written and/or verbal) should be provided for each individual item

1. Three Critical reflective journals [BSW 1st and 2nd Placement; MSW 1st Placement] or Three Project reflections [MSW 2nd Placement]
2. Placement Presentation

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| FELO: |  | Assessor’s name | |
| Student: |  | Student’s name | |
| Student ID: |  | Student ID | |
| Placement: |  | [Choose from list] | |
| Placement Milestones | Date | FELO Comments (required) |
| 1. Initial Contact 1st liaison meeting |  | Click/tap to write comment (brief overview of the initial contact e.g. progress, points of importance discussed |
| *Journal 1 Received* |  | Click/tap to write comment (e.g. adequately reflective/greater focus on reflection required) |
| 2. Mid Placement Review  2nd liaison meeting |  | Click/tap to write comment (e.g., e.g. progress, points of importance discussed |
| *Journal 2 Received* |  | Click/tap to write comment (e.g. adequately reflective/greater focus on reflection required) |
| 3. Final Placement Review  3rd liaison meeting |  | Click/tap to write comment (e.g. progress, points of importance discussed) |
| *Journal 3 Received* |  | Click/tap to write comment (e.g. adequately reflective/greater focus on reflection required) |
| 4. Future Recommendations |  | Click/tap to write comment (e.g., for individual student learning for future placement; support for field educator/agency/training suggestions |

**Overall end-of-placement progress score:** **[Choose score]**

**When you have finished**, please upload a picture of your signature, and add the date or print and sign the form.

Please ensure you[**attach all required documents**](#_Documentation_required_to)and return to[placements@jcu.edu.au](mailto:placements@jcu.edu.au) within 2 weeks of placement completion.

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| Signature (Click/tap in the field below to upload a signature file):  ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of signing: **[Click/tap to add date]**. |
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## References

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