University of Southern Queensland

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2026 Human Services Placement Guide

Bachelor of Human Services

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University of Southern Queensland

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Introduction to Placement

Professional placement is an essential component of your degree at the University of Southern Queensland (UniSQ). It represents a collaborative effort between the placement agency and the university. The purpose of professional placement is to enhance your academic coursework by allowing you to apply theoretical knowledge in real-world work contexts. Through these placements, students have the opportunity to develop their professional skills, knowledge, and identity.

It's important to note that professional placement does not guarantee direct employment within the placement organizations. However, it serves as a valuable bridge between academic learning and practical experience.

This guide has been compiled to equip students with relevant information about undertaking and successfully completing professional placement components within their study programs. It covers placement requirements, expectations, behavioural guidelines, and responsibilities. To ensure you are well-prepared for your placement, carefully review this document and feel free to reach out to the Work Integrated Learning Team (WIL) or the Director of Field Education and Networking if you have any questions. Remember that both the university and the agency have the authority to terminate a placement if guidelines are not followed.

Contacts

Whom to Contact for Placement Questions

Your first point of contact for any placement-related queries should be either the **WIL Team** or the **Academic Team**, depending on the nature of your question. Students are expected to demonstrate professional and collegial communication when engaging with university staff and key stakeholders. All interactions should reflect respect, clarity, and accountability, consistent with standards of professional practice.

The Work Integrated Learning (WIL) Team

The WIL Team includes WIL Officers and Support Staff based in Toowoomba, Ipswich, and Springfield. They are responsible for:

- Coordinating with agencies and academics to source and allocate placements
- Reviewing and verifying mandatory placement documents
- Sharing key deadlines and placement updates

They can assist with any questions or issues you have while preparing for or attending placement. You can reach them via iConnect, online chat, phone, or email.

The Academic Team

The Academic Team members associated with field education are listed in the table below. Their roles are to:

- assist students to consider placement options that will best meet their learning needs.
- assist students with performance related concerns, learning and assessment, and professional practice issues surrounding professional placement.
- discuss any non-compliance with mandatory requirements with students.
- address any placement agency notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries.

They are based at Ipswich, Toowoomba, or Springfield and can be contacted by phone or email to arrange an appointment.

Placement Contacts – Whom to Contact and When

Scenario	Whom to Contact	Examples of Questions	Contact Method
General placement queries and support, document submission, allocation updates, make up hours,	**WIL Team** (Work Integrated Learning)	• How do I submit my placement documents? • What are the key deadlines? • Can I change my placement dates? • I haven't received my placement confirmation. • What happens if I don't meet mandatory requirements?	📧 Email: support@unisq.edu.au 💬 Chat: https://www.unisq.edu.au/current-students/support/contacts 📞 Phone: (07) 4631 2285
Academic or professional concerns during placement	**Academic Team** Director of Field Education and Networking (Social Work and Human Services)	• I'm having issues with my placement supervisor. • I need to discuss professionalism or safety concerns. • Questions regarding grades for a placement course.	📧 Email: swhsfieldeducation@unisq.edu.au 📞 Phone: 07 4631 5408 🏫 Campus: Ipswich / Toowoomba / Springfield
Course Coordinators: • HSW2288 Professional Placement 1 • HSW3388 Professional Placement 2 • HSW2299Professional Placement A • HSW3399 Professional Placement B		See StudyDesk sites for Course Coordinator contact details for your enrolled trimester.	

Placement Course Specifications

The course specifications provide information about each course approved for the University's teaching program. Download your course specification and become familiar with what you must do to obtain a passing grade in the course. Students should also ensure they have satisfied the pre-requisite, co-requisite and other requisite requirements for each course. If in doubt, contact the Enrolments Team via iConnect. Further information about your placement courses can be found in the UniSQ Handbook and on the StudyDesk sites.

Program Placement Requirements and Structure

All UniSQ Human Services students are required to complete 500 hours (HSW2288 & HSW3388) or 420 hours (HSW2299 & HSW3399) of professional practice learning across two field education placements during their degree.

Field education seeks to offer students a rich and rewarding learning journey, fostering their professional competence and instilling the confidence needed to enter their chosen field. To achieve this, UniSQ facilitate collaborative field experiences involving students, host organisations, and Field Educators (Industry Supervisors), with a focus on learning outcomes aligned with Community Work Australia (CWA) practice guidelines.

UniSQ Human Services field education courses consist of:

- Two 210/250 hour placements supervised by qualified human service professionals, alongside other professionals working in the sector. Please note that these two placements cannot be completed consecutively (e.g. one in Trimester 2 and another in Trimester 3).
- Online self-paced integrative modules and content to help connect classroom learning with students' practice on placement.
- Completion of an assessment document that includes: a learning agreement; two critical reflections; mid-review and final review placement reports; and timesheets.

Community Work Australia Accreditation Requirements for Placements

The Community Work Australia (formerly known as the Australian Community Workers Association or ACWA) is a professional body that establishes and maintains standards of professional conduct for human services professionals in Australia.

One of its functions is to undertake the professional accreditation of Human Services university courses of study to ensure that they equip entry level Human Services professionals to practice safely and effectively. The requirements that each program must meet are outlined in the Community Work Australia Course Accreditation Guidelines and Practice Guidelines 2024. These are standards can be accessed at https://communitywork.org.au/workers/ethics-and-standards/.

Critical Community Work Australia professional placement requirements are as follows:

- Placements must demonstrate a developmental approach to learning and must differentiate between the activities undertaken across each of the placement courses (in other words, each of your placements should not be conducted in the same agency or field of practice).
- Placements occur at least one trimester of study apart (i.e., students will have undertaken and successfully completed a trimester of study in between the placement courses, HSW2299 and HSW3399 or HSW2288 and HSW3388) to meet program accreditation requirements.
- Placements must be undertaken for a minimum of two full days per week. A full day is considered a 7.5 hour day. No placement day can exceed more than 8 hours a day. Breaks are not included in your accrued hours.
- Placements need to be undertaken in different fields of practice and organisations with different client groups (cannot be placed in same agency twice).
- The agency supervisor must be degree qualified.in a relevant discipline such as human services, counselling, psychology, or social work, and hold three years of experience, including at least two years of post-qualifying experience. If there is not an agency supervisor available for onsite supervision, then there must be a diploma qualified task supervisor with three years of experience in a community practice role.
- The agency supervisor must work on most of the days that the student attends the agency to ensure continuous monitoring of performance and professional progress.

Placement Courses in Bachelor of Human Services*

Course	Pre-requisite	Placement Hours	Credit Points
HSW2299 Professional Placement A*	SWK2010 or CDS2000	210 hours	1
HSW3399 Professional Placement B*	HSW2299	210 hours	1
HSW2288 Professional Placement A	SWK1000 Course Co-requisite SWK2010	250 hours	2
HSW3388 Professional Placement B	HSW2288	250 hours	2

*These courses are in teach-out and only available to select students. Please see your Program Handbooks for details about which apply to you and the recommended enrolment patterns. Offerings are subject to change.

Important Note about Placement Timeframes and Study Periods

Field Education courses are not like the other courses in the Bachelors degrees. While you will enrol into a field education course in a specific trimester period, you will not necessarily start or finish your placement within that trimester period.
Your actual placement dates will depend on a number of factors:

- Availability: Placement opportunities arise at different times throughout the year, based on organisations' capacities to take on a student. This means you could start placement at the beginning, middle or at the end of the trimester. Some organisations like Child Safety/Youth Justice only have two intakes per year for their placement opportunities. These intakes are aligned with a two-semester academic calendar, but not the UniSQ trimester academic calendar.
- Submission of Mandatory Requirements: You will not be allocated or permitted to commence placement until you have submitted and/or updated all mandatory requirements for placement. Delaying the completion of these mandatory requirements will delay your placement commencement.

Before you embark on your placement, please consider all your commitments like paid employment, caring responsibilities and other study demands. Balancing your study progression, work and personal life will be essential in successfully navigating your placement.

Definitions of Key Terms

Professional Placement (Field Education): the placement of a student at an agency for the purposes of gaining practical experience in the profession of their study.

Director of Field Education and Networking (Social Work and Human Services): – *May be referred to as Director of Placement or Field Education Coordinator.* The social work qualified academic of UniSQ who is employed to oversee, manage, coordinate, provide leadership and/or supervise professional placement arrangements. The DFEN is also responsible for ensuring program compliance with CWA. This position reports to the Academic Discipline Lead (Social Work and Human Services).

Course Coordinator*:* The academic responsible for teaching and supporting students through the relevant placement course content or theorical components.

Work Integrated Learning (WIL) Officer: The administrative employees of the University who are members of the Work Integrated Learning Team.

Agency/Placement Provider: An organisation that provides structured and supervised professional placements for students for the purposes of enhancing their work readiness.

Field Educator (or onsite Task Field Educator/Industry Supervisor): A suitably qualified community services professional who has been nominated by the agency to supervise the student while undertaking professional placement.

External Field Educator: A suitably qualified employee of the university who may be employed to supervise students while undertaking professional placement. An external field Supervisor is usually employed when the agency does not have a qualified supervisor within agency.

Liaison: A suitably qualified human services professional who is by the university to pay field visits to agencies.

InPlace: Online platform for placement-related information (mandatory documents, placement allocation details, student timesheets), accessed via inplace.usq.edu.au.

Period of Study: Refers to mode of study chosen for the program/course e.g. Trimester etc.

Placement Assessment and Review Tool (PART): The PART is the key document used to monitor and assess student learning, tasks and progress on placement. It is also where supervisors offer feedback on student placement performance. The following are key aspects of the PART:

- Learning Agreement: The Learning Plan is the document to record student's progression based on the eight Community Work Australia practice guidelines.
- Critical Reflections: Evidence of student connecting theoretical knowledge to real-life experiences in the placement context.
- Review: There are mid and end placement reviews of the student performance on placement using the PART

RPL: Recognition of Prior Learning.

WBP: Work-based placement.

WIL: Work Integrated Learning.

Mandatory Document Requirements and Resources

Important Dates

It is important that you plan and prepare for your placements well in advance of the trimester you have enrolled in a placement course. To assist with this, the WIL Team provides an 'Important Dates' document on the Human Services Placement Hub. This document details all the keys dates that need to be adhered to, to ensure your placement allocation and commencement goes smoothly.

Placement Hub

The Placement Hub is where you will find all the forms, links and information you require to prepare for your placements. It can be found with your other StudyDesks or under 'My Courses' on UConnect under 'Other'. Students are expected to access this information upon commencement of study in the program and ensure that they plan their enrolment in placement courses and submission of mandatory documents to enable them to be allocated placement in the nominated study period of enrolment. It is important that you use this site to assist with your organisation, preparation and support your success.

Mandatory Document Information

Submitting accurate and complete mandatory documents is essential for your eligibility to attend placement at UniSQ. These documents ensure compliance with university policy, contractual requirements imposed by placement agencies, and help maintain the safety, quality, and integrity of the placement experience.

As a student, you are responsible for uploading and maintaining current documents via InPlace before each placement. Failure to meet submission deadlines may result in delays, cancellation of your placement, or removal from the placement course. Submitting fraudulent or misleading documents may lead to misconduct investigations or have serious consequences for your progression in the course.

These mandatory documents you provide will contain your personal information, including your name, date of birth, contact information or unique identification numbers as well as sensitive personal information including health, vaccination or financial information. This information is collected to verify your readiness for placement and is accessed by authorised internal staff including the WIL Team and Director of Field Education and Networking and may be disclosed to relevant third parties outside of the University who may also require access to the information such as staff at placement facilities or support providers. If you do not provide this information we may not be able to facilitate your placement. UniSQ will not otherwise use or disclose your mandatory documents, or the personal information contained within them, except where permitted or required by law, or where UniSQ has obtained your consent. UniSQ's Privacy Policy and Procedure contain information about how you may access or correct the personal information we hold about you, and how you can make a privacy complaint, and UniSQ will deal with such complaints in accordance with its applicable policies and procedures. For more information about how we use, disclose and handle your personal information please consult our Privacy Policy and Procedure. For more information about how personal information is managed, or to raise a privacy concern, please contact rti-privacy@unisq.edu.au.

To support your placement readiness:

- From your commencement in the program begin preparing documents, especially those requiring extended timeframes (e.g. Hepatitis B vaccinations). Please refer to the mandatory document list.
- Upload documents as they are completed or updated to InPlace
- Refer to the Placement Hub for discipline-specific requirements and guidance.
- Be aware of the important timeframes and deadline to submit mandatory documents
- Monitor expiry dates and update documents as needed.
- Contact the WIL Team promptly if you encounter any issues that may affect your ability to meet document deadlines.

Being proactive with your document submissions is critical to ensuring a smooth and successful placement experience. The WIL Team is available to assist you throughout this process.

InPlace – UniSQ Placement Management System

InPlace Overview

InPlace is UniSQ's cloud-based system for managing professional placements. Once you enrol in your first-year courses, your InPlace profile is created overnight automatically. You can log in using your UniSQ credentials. InPlace can also be accessed via a link on your program's Placement Hub.

What You'll Use InPlace For

- **Upload Mandatory Documents** for verification
- **Submit Personal Information** including placement preferences, special considerations, and facility expressions of interest
- **Access Pre-Placement Information**, such as orientation materials (if applicable)
- **View Placement Allocations** and confirmation status
    - *Your placement status on InPlace is not linked to your academic results or graduation eligibility so please do not be alarmed if the status is not updated as soon as you complete the placement.*

Support Resources

A 10-minute video and written instructions are available on the Placement Hub to guide you through uploading documents, submitting personal information, and navigating InPlace.

Tips for Using InPlace

- **Document Verification**: Upload documents via the 'My Details' page. The WIL Team will be notified to review them.
- **Follow-Up**: Revisit InPlace after a few days to check the verification status or review comments in your To-Do list if documents have been rejected.
- **Document Expiry**: Regularly check the 'My Details' page of your InPlace profile to find out when your documents will expire. Ensure they are kept current for all your placements. The 'traffic light' system only alerts you when a document is very close to expiring and should not be relied upon as your primary notification to renew a document.
- **Browser Compatibility**: InPlace works best with Google Chrome and Mozilla Firefox.
- **Placement Release**: If your placement is not released or has been hidden, you may need to update one or more mandatory documents. Students should not attend placement until the details are confirmed and released on InPlace.

Placement Eligibility

For students to be eligible to attend placement they must:

- meet the program's inherent requirements
- pass any pre-requisite courses for the placement course/s
- be enrolled in a placement course
- provide all mandatory documents within the specified timeframes
- be allocated an approved and confirmed placement via InPlace
- prepare for orientation and first day arrangements
- provide any additional specific requirements requested by the placement agency within the specific timeframes

Pre-requisite Course and Enrolments

Before enrolling in placement courses, students must review the course specifications to understand the placement requirements set by the University and/or accrediting body. Some placement courses must be completed in sequence and cannot be taken concurrently unless explicitly stated in the program progression.

Students must meet all academic pre-requisite requirements before commencing or continuing placement. Incomplete results for theory courses do not meet pre-requisite requirements. In some disciplines, students may begin placement with an incomplete result for a pre-requisite placement course. However, if a student fails a pre-requisite course after starting placement, they will be withdrawn from placement, and any completed hours will not be counted.

Late enrolment or failure to submit mandatory documents on time may prevent placement from being sourced or allocated within the enrolled study period.

Support and Enquiries

For questions about course progression or pre-requisites, refer to the UniSQ Pre-Requisite procedures or contact iConnect or the UniSQ Enrolments Team.

Recognition of Prior Learning

UniSQ supports students by recognising prior formal and informal learning, as well as relevant work experience. Recognition of prior learning assesses whether an individual has met the required learning outcomes, competencies, or standards to justify exemption from a specific course. Note that some programs may limit the number of exemptions granted for placement experience.

Students may not use a previous placement experience as credit for a first placement. The Recognition of Prior Learning (RPL) assessment process requires appropriate evidence and documentation that aligns with Community Work Australia requirements. Only one placement can be work-based. If RPL has been granted for the first placement unit, students are not eligible for a work-based placement for their second/final placement unit. This is so that placements can uphold the Community Work Australia requirement for the variety of settings of practice experience. Guidelines are provided in Appendix B for students applying for RPL for field placements.

Inherent Requirements

UniSQ is required to ensure that a student has the capacity to perform the functional requirements of the course and can behave safely and ethically in their placement. The Work Integrated Learning team works closely with the Director of Field Education and Networking to manage the processes associated with the administration of placements.

Students must be aware of the inherent requirements to undertake the human services degrees. Information on the inherent requirements specific to your program of study can be accessed in the UniSQ Handbook, or students are able to request an appointment to discuss this with their degree's Program Director. Please ensure you read and understand the inherent requirements before enrolling in a placement course. For further information contact our Accessibility and Disability Support Team.

Fitness for Placement

Concerns regarding fitness to practice may arise from, but are not limited to:

- A health condition or disability (chronic or temporary) that affects your ability to undertake placement or professional practice.
- Failure to meet, or disregard for, compliance requirements set by UniSQ, the placement agency, or the profession.
- Incomplete or failed pre-requisite courses for the placement course(s).
- Conduct or performance that does not meet professional standards.

If you have a chronic or acute injury, illness, condition, or any other factor that may affect your ability to engage in placement or practice in your profession, you must notify the WIL Team and/or the Director of Field Education and Networking as early as possible before placement allocation. Depending on your circumstances you may be required to provide a Fitness for Practice certificate signed by a medical practitioner before commencing placement.

Personal circumstances such as changes in health, family, financial, or legal situations may affect your ability to meet program requirements. If your situation changes, contact your Program Director to discuss your fitness for placement. All information will be handled discreetly. You may also seek confidential advice from the Accessibility Advisor and Disability Support team via disabilitysupport@unisq.edu.au.

Impairments and Criminal Charges (Unsuitability to hold general registration)

If you have an impairment, or a criminal charge listed on your National Police Check, you may not be eligible for placement.

Under the Health Practitioner Regulation National Law Act 2009, an *impairment* is defined, as a

- physical or mental impairment,
- disability,
- condition or disorder (including substance abuse or dependence).

that detrimentally affects or is likely to detrimentally affect capacity to safely practice the profession or a student's capacity to undertake clinical training as part of the approved program of study in which the student is enrolled or as arranged by an education provider.

National Boards may impose conditions on your registration to ensure safe practice if you have an impairment or criminal history. If this applies to you, it is your responsibility to confirm with your National Board whether you will be eligible for registration upon completion of your program.

UniSQ is committed to making reasonable adjustments to support students in their studies. However, adjustments must not compromise the inherent requirements of the program or public safety, and placement agencies are not obligated to provide adjustments that conflict with their operational requirements. If you have a health or disability concern that may affect your ability to undertake placement, contact the Accessibility and Disability Support office.

In some cases, UniSQ may need to share relevant information (e.g. medical related information or the results of any Criminal History Checks) with the placement agency to determine whether a suitable placement can be provided. In these instances, we will only provide this information to the placement agency with your consent or alternatively encourage you to share this information with the placement agency as appropriate. Any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.

Reasonable Placement Adjustments for Academic Progression

UniSQ is dedicated to providing an inclusive learning environment for students with disability, injury, mental health, or medical conditions that may impact their ability to study. This includes making reasonable adjustments to support students in completing their degree. If you have a health condition or disability that may affect your ability to undertake placement, contact the Equity and Diversity office as early as possible. In some cases, the University may need to share relevant personal information with a placement agency to determine whether a suitable placement can be provided. Any information shared will be handled discreetly and in accordance with UniSQ's privacy policy.

Students with a disability who require alternative academic, or placement arrangements should seek advice from the WIL Team and/or the Director of Field Education and Networking. If you already have a Learning Support Plan, it may need to be reviewed in consultation with the Program Director and/or Academic Team to ensure it aligns with placement requirements. All adjustments are made in accordance with the UniSQ *Students with a Disability Policy and Procedure*, which can be accessed here.

Before Placement Allocations are available

Pre-Placement Form

Placement students need to complete the Human Services Pre-placement Form as the information assists the WIL team with placement planning and allocation. This form is to be submitted electronically via InPlace as part of the mandatory documents and compliance process. This must be submitted, with your resume by the due dates set out in the Important Dates document in the period of study preceding the commencement of placement.

Pregnancy

If you become pregnant during your study, you may need to adjust your enrolment plan or placement timeframe. You are discouraged from commencing a placement for 6 weeks either side of your estimated due date. If you are enrolled in a placement course in the trimester when you are due to give birth, you must notify the WIL Team as soon as possible so you can be placed at a suitable agency in an appropriate timeframe. Please notify them via WIL@unisq.edu.au including a letter from your doctor with your estimated due date and confirmation of your fitness to complete placement while pregnant. You will also need to provide confirmation of fitness for placement if you wish to commence placement at 6 weeks post-partum.

If planning a pregnancy, ensure you have received any required immunisations beforehand. If already pregnant and not immunised, some vaccinations may be delayed or unavailable until after you have given birth. Please contact the WIL Team to discuss your situation and placement readiness.

Conflict of Interest

You must disclose any real, perceived, or potential conflict of interest (COI) to the WIL Team and Director of Field Education and Networking via your InPlace profile. This includes, but is not limited to being allocated to a site:

- where you currently work.
- where the only qualified supervisor is your colleague or superior.
- involves a current or past relationship with the supervisor.
- where you have had a previous relationship with the agency as a previous or current service user.
- Any other situation that may affect impartiality or professional boundaries.

You must also disclose any COI that may impact your ability to successfully meet academic or practical requirements of the placement, including financial interests, affiliations with organisations, political parties and / or ideologies, or religious groups and / or ideologies that may influence clinical or academic decisions.

Working While on Placement

Due to professional and ethical responsibility, you are expected to be well rested and well prepared for placement. Working full or part time hours while on placement may compromise your safety and performance. You may need to consider taking leave from work to achieve placement requirements and comply with work health and safety standards.

Rural and Remote Placements

Rural and remote placements are exciting and valuable opportunities for students as they provide a chance to work with and understand different cultural groups, and expand knowledge, skills and capabilities resulting in increased confidence. They also provide an opportunity to be involved in the community, and experience tourism opportunities in places students otherwise might not visit.

Many Queensland Health rural and remote sites offer accommodation either onsite or nearby, often supported by Southern Queensland Rural Health (SQRH). Accommodation may incur a cost but can reduce financial pressure and improve access to placement.

Interstate Placements

Students residing outside Queensland who wish to complete placement locally must submit a special consideration request to the Director of Field Education and Networking via SWHSFieldEducation@unisq.edu.au at least one study period before enrolling in a placement course. This should allow sufficient time to source a suitable local placement.

Please note that placements in other states may be limited or difficult to obtain. You may be required to travel within your home state or to Queensland if a local placement cannot be secured.

Placement Allocation Process

To maximise the benefits of field education experience, UniSQ has established processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals (Appendix A: Placement Allocation Process Flowchart).

Pre-placement planning involves multiple stages of communication with students, and agencies offering placements starting well before the trimester begins. All students are required to complete placements across several sites or fields of practice to gain a breadth of experience. If you work in an agency, you must advise the WIL Team via InPlace as soon as possible as this may impact your placement allocation.

Students will be allocated a placement based on several specific criteria including, but not limited to:

- Mandatory document submission status
- Accessibility to appropriate agencies
- Availability of appropriate tasks and learning opportunities in the agency
- Student learning needs and capabilities
- Student area of practice interest
- Geographical location and transportation
- Performance at pre-allocation interview (if required by the agency or Field Educator)
- Specific agency requirements
- Community Work Australia guidelines for Field Education
- Supervision requirements in the case of the final placement, diversity from the student's previous placement

Students may indicate their interest in a field of practice or a specific agency, but they need to be open to all placement opportunities, even those outside their preferences. The academic team will work with students to identify their learning needs from each placement. It is important for students to remember that the Bachelor of Human Services is a generalist degree, equipping them with transferrable skills to work in any entry area of human services practice at graduation. While students may be placed in an area of interest they have specified, UniSQ's main objective is to allocate students two placements as per the Community Work Australia specifications, for them to graduate with an accredited degree. Due to the number of students undertaking placement across our degrees and campuses, it is impossible to satisfy every student placement preference.

Early enrolment in placement courses and submission of all mandatory documents enables the WIL team to commence the placement matching processes prior to your nominated study period of enrolment. Please note that many of UniSQ's community sector partners have specific processes and deadlines regarding student placement opportunities, and students who do not submit all their mandatory documents prior to these deadlines, will miss out on these opportunities. More information about various opportunities can be found on the Placement Hub so please use this site to support your success.

Placement opportunities are sourced by the WIL Team with the support of the Director of Field Education and Networking **Students are not permitted to find or arrange their own placements.** UniSQ supports many placement relationships and have established agreements and contracts with agencies that provide quality learning opportunities as per the Community Work Australia's Course Accreditation Guidelines and Australian Community Practice Guidelines. If students are aware of a placement opportunity within an agency or have placement site suggestions, they can provide this information to the WIL Team via email, and appropriate procedures will be then followed. **You are not permitted to contact a site unless you receive written approval from the Director of Field Education and Networking or WIL Officer to do so.**

Local placements are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or your preferred region. This does not guarantee placement within this radius as facilities have limited capacity. Please be aware that you may be required to travel longer distances than this to attend placement.

Placements are released to students on InPlace once all mandatory compliance has been verified. Once your placement has been confirmed, you will be able to see the details of the placement allocation.

Placement Allocation Communication

All communication between UniSQ students and agency staff must be conducted via your UniSQ email account. It is your responsibility to regularly check your UniSQ email, StudyDesk, and InPlace to stay informed about your placement allocation and to meet all related responsibilities promptly.

For placement-related queries, contact the Placement Coordinator or email WIL@unisq.edu.au.

Placement Negotiation

Where individual placement sourcing is required (e.g., interstate placement opportunities), the WIL Officer or Placement Coordinator will negotiate a suitable placement on your behalf. This process may take up to a month or longer, which could delay your placement start date beyond the originally stated timeframe. Once a placement is confirmed, you will be notified of the details and next steps via your UniSQ email account.

Placement Interview

Some agencies may require an interview before confirming your placement. You will either receive an interview appointment from the WIL Team or be contacted directly by the agency. You are expected to:

- Research the agency and its role in the community
- Consider how you can contribute during your placement
- Present yourself professionally during the interview

After the interview, you must inform the WIL Officer of the outcome by emailing WIL@unisq.edu.au.

The purpose of a pre-placement interview encompasses the following:

- To convey to the Field Educator that students are serious about their placement, are interested in the work of the agency and that they have thought about how to best engage with the agency and areas for learning.
- For the Field Educator to introduce themselves to the student. This can include sharing professional background and reasons that have led the student to choose human services as their program of study.
- To gain an understanding of the work of the agency, potential learning opportunities, and activities students will be involved in.
- Identifying any questions students wish to ask the potential Field Educator, which might include how the Field Educator plans to support the student to develop culturally responsive practice in line with the Community Work Australia Practice Guidelines.
- To clarify agency and student expectations about placements including supervision, placement practicalities and student learning goals.

Interview Readiness

UniSQ provides access to 'Big Interview', an online resource where you can record and review your responses to interview questions. You can also share recordings with the UniSQ Career Education team for feedback. Register using your UniSQ email address to access this service for free. Additional support is available via the Application and Interview Support website.

Placement Agreement

UniSQ requires a formal agreement with any facility hosting student placements, and the WIL Team is responsible for finalising this agreement before the placement begins. If an agency has not hosted a student within the past five years, a new Student Placement Agreement must be established. This process typically takes 3–4 weeks and must be completed in full before a placement start date can be confirmed. Students will be notified via their UniSQ email once the agreement is complete and the commencement date is set.

In addition, each placement site is assessed using UniSQ's Risk Assessment Tool to ensure it meets program accreditation standards and provides a safe and suitable learning environment.

Placement Acceptance

Students are expected to attend any reasonable placement offer post interview. Failure to attend, withdraw, or cancel a placement without sufficient notice may result in administrative withdrawal from the placement course. You will then need to re-enrol in the next available offering. Late withdrawals or cancellations may incur academic or financial penalties. Refer to the UniSQ Academic Calendar for key dates, including Census Date.

Agency Declines a Student post Interview

Field agencies have discretion to decline students whom they deem unsuitable based on their presentation and/or capacity and/or demonstrated ability. In this situation, assessment will be made by WIL and the Director of Field Education and Networking in conjunction to determine the appropriate course of action.

Based on this assessment, a second placement opportunity can be arranged if an agency has declined the first placement. Should the student be unsuccessful at a second placement interview, the Director of Field Education and Networking will work with the student regarding the potential barriers to placement. Please be aware that depending in circumstances, student's may be withdrawn and asked re-enrol in the placement course in the next available trimester.

Declining a Placement

A student is not able to decline a reasonable placement offer unless there is a Conflict of Interest (COI) or circumstances that align with the Special Circumstances Procedure. Students are encouraged to discuss their reasons with the Director of Field Education and Networking or WIL Team. Pending the outcome of the discussion, the student may be provided with another placement opportunity. This placement may, however, be delayed to later in the trimester or the next trimester.

If a student declines a second placement, this may result in the student not being able to undertake placement that year or advised to withdraw and re-enrol in the placement course in the next available trimester. A meeting between the student, Program Director and/or Director of Field Education and Networking may be convened to assist the student to modify their program progression.

Placement at Current Place of Employment (Work-based Placements)

It may be possible for students to complete one placement in their workplace but there are strict guidelines outlined by Community Work Australia accreditation requirements that must be met. Before such an arrangement is considered, students should discuss the possibility with WIL who will liaise with the Field Education.

The Director of Field Education and Networking will assess each application. Further, the employer must agree to these conditions and that the student role will be protected from their normal work commitments. A work-based placement can be paid or unpaid, as negotiated by the student and their employer, and UniSQ informed in the student application for a work-based placement.

Refer to Appendix C - Work Based Placement Guidelines for advice on applying for placements at your place of work.

After Placement Allocations are Available

Student Responsibilities

Students are responsible for all aspects of attending their placement. This includes:

- Requesting a placement swap or submitting a placement appeal if necessary
- Making arrangements to attend the allocated placement, if changes cannot be made
- Organising childcare
- Covering costs for travel, parking, and accommodation
- Adjusting personal work commitments to prioritise placement
- Submitting bursary or funding applications if applicable
- Contacting the International Office to confirm visa conditions (for international students)

Accommodation and Travel Expectations

Accommodation during placement is limited and varies by location. Most facilities do not provide accommodation, so students must arrange and fund their own. If your placement requires travel or accommodation, funding support may be available (see below).

Students are responsible for all travel costs associated with placement. Public transport options should be reviewed before submitting placement preferences and considered after placement allocation. Consider your vehicle's reliability and your comfort with long-distance or remote travel.

Scholarships and Bursaries

UniSQ offers a wide range of scholarships to assist with textbook, practical experience, accommodation, or living expenses. Some scholarships will be one-off payments, while others will continue for the length of your degree. Placement bursaries are also available to assist students who are undertaking their placement in rural or remote areas or away from where they usually reside and the associated costs.

Please refer to the UniSQ Scholarships website for more information about available scholarships, bursaries and the eligibility criteria.

Orientation Information

The WIL Team or Placement Coordinator will provide contact details for your Placement Supervisor. You must contact them before your placement begins to confirm key details, including:

- Placement start and end dates
- Physical address, supervisor name, and contact information
- Time and location of your first meeting
- Any pre-placement paperwork or reading requirements
- Daily schedule, including start/end times and break periods (may be confirmed on your first day)
- Expected duties, responsibilities, and learning opportunities (may also be discussed on your first day)
- Dress code requirements specific to the site
- Confirmation that the supervisor will complete an evaluation form to be shared with you and the Placement Coordinator
- Please notify the WIL team if you do not receive an induction or orientation on your first day of placement

Attending Placement

Attendance Expectations

You are expected to attend 100% of their placement at the agreed times and in accordance with the agency's operating hours, which may include negotiated evening or weekend hours in some circumstances Students must make sure that an agency staff member knows where they are going when they leave agency premises during set working hours.

Students are exempt from attending placement on regular public holidays, weekends (except where this is a norm) and other times when the Agency is officially closed.

Placement takes priority over other work commitments. Please notify you employer well in advance to ensure your employment does not interfere with your placement. Should you need to work for financial reasons while on placement it is your responsibility to manage the assigned placement roster and any associated fatigue issues so that you do not put yourself (and/or patients) health at risk.

Requesting a Rostered Shift Change

If you have extenuating circumstances and need to re-negotiate placement days and times after the commencement of your placement, you can discuss any changes directly with your Field Educator. If your placement is extended as result of the agreed arrangement, you will need to notify to WIL Team via WIL@unisq.edu.au.

Agency Requests that you Change a Shift

In some instances, agencies may request changes to the days or times you attend placement due to workplace health and safety or staffing levels and requirements. Students must comply with these requests unless reasonable negotiate has taken place and an agreement met.

Hours for Attendance at Placement

To meet accreditation requirements, human services students must attend placement for a minimum of 2 days or 15 hours per week. Minimum hours for a standard placement day are 7 hours and 30 minutes.

Most students attend the placement setting two days a week, typically from Monday to Friday. Special placement days/hours arrangements may be negotiated if a student has exceptional circumstances. This will need to be communicated to the WIL Team via the Pre-Placement form and approved by the Director of Field Education and Networking prior to the placement allocation. If the days of attendance need to be re-negotiated after the commencement of the placement, students will need to discuss this with their Field Educator and communicate with the WIL's Team.

Part time placements may be available but requires careful consideration around identifying an appropriate agency where an experienced social work field educator has agreed to a part-time placement. Note: Many agencies will not want to take a part time student due to the type of work and the length of time the student would need to be on placement with the agency. If successfully appointed a part time placement, depending on the agency's availability and requirements, students may need to be available for a 2-week full time block at the beginning of the placement to complete any orientation requirements.

Timesheets

Students must complete accurate, daily timesheets in InPlace which are signed off by the Field Educator/s and available to the Field Liaison at each contact. Additional information can be found in the InPlace Guide available on the Placement Hub.

Reasonable Work Hours

The placement experience is intended to reflect the reality of the agency workplace and students will attend the typical work hours for the placement agency. In general, students will attend a minimum of a 7 hour and 30-minute workday. These may vary in different agency settings, where some require weekend or evening work as part of placement.

Visits to other agencies, home visits or other work-related tasks outside the agency are considered legitimate placement time. Students can count extended hours, or they may be able to take those extra hours as leave at the discretion of the Field Educator. If the student or Field Educator needs guidance, they should contact the Field Liaison in the first instance, and further advice from the WIL team and/or Director of Field Education and Networking if required.

It is important students understand the nature of the hours required by the placement prior to commencing placement. This involves careful planning and preparation around start and finish dates. Students should not undertake more than 35 hours per week. Accumulating time in lieu is not encouraged as students need to have a work/life balance for their own wellbeing and cannot be used to shorten the placement by more than a week. Breaks are not included in placement hours accrued (e.g. lunch breaks).

Absence While on Placement

Student health and wellbeing are a priority. If you are unwell or not fit to practice, you must stay home and follow the agency's absence procedures, including notifying your supervisor via email, phone, or text.

Absences are only accepted for illness or extenuating personal circumstances. If you are absent during placement, you must immediately notify:

- The placement agency via their preferred communication channel
- Your Placement Coordinator
- The UniSQ WIL Team (**WIL@unisq.edu.au**)

Absence Requirements:

- Absences of three days or more require a medical certificate or statutory declaration (whichever is appropriate) be submitted to the WIL Team within 10 working days of the absence via email (WIL@unisq.edu.au).
- Failure to meet these requirements may result in a **Fail – Not Participate** grade, unless approved by the Placement Course Coordinator under extenuating circumstances.

Prolonged Absence
If you experience a prolonged absence for valid reasons (such as illness or injury) you must provide a medical certificate confirming you are fit to return before resuming placement. You will receive an IDM (Incomplete) grade until the placement is completed, which may affect your progression and graduation timeline.

Make Up Hours/Days

Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. Students are expected to make every effort to attend their placement, and any make up days in the timeframe offered. If your placement is extended as result of the agreed arrangement, you will need to notify to WIL Team via WIL@unisq.edu.au.

Public Holidays

Students are **not** permitted to work a public holiday if your Field Educator is **not** working on that day, and there is not adequate support or supervision within the workplace.

Reasonable Adjustments to Allocated Placements

Requests for placement extensions or flexible arrangements must be discussed with and approved by the Director of Field Education and Networking. If your circumstances change during placement, notify the Director of Field Education and Networking immediately to develop an appropriate action plan.

Placement reallocation will only be considered if deemed necessary by the Director of Field Education and Networking for valid reasons.

Student Initiated Placement Withdrawal

If you need to withdraw from a placement due to exceptional circumstances, you must first consult with the Director of Field Education and Networking. Formal confirmation is required before withdrawing, as consultation with the agency and UniSQ staff may be necessary to determine appropriate academic or placement adjustments. Withdrawing without prior approval may result in a **Fail** grade for the course.

Please note that academic or financial penalties may apply depending on the timing of your withdrawal within the study period. Students should refer to the university calendar showing important dates such as Census Date before withdrawing from a course.

Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a placement due to operational changes, such as staffing issues, Field Educator illness, or lack of appropriate learning opportunities to offer.

A placement may also be terminated by an agency or s Field Educator if a student:

- Consistently performs unsatisfactorily despite supervision
- Negatively impacts the learning experience of others, or the safe workplace culture of the agency
- Breaches legal, ethical, or professional standards
- Demonstrates gross negligence in assigned duties
- Engages in misconduct or gross misconduct
- Fails to disclose relevant information that affects their ability to meet duty of care requirements to themselves and agency clients or staff.

Placement Termination and Failing Placement

A placement may be terminated if the agency is no longer able to support the placement agreement due to operational constraints. If this occurs before the required hours are completed and is unrelated to student performance, UniSQ will make every reasonable effort to reallocate the student in a timely manner. However, this may result in delays to course or program completion.

Students are expected to maintain a professional demeanour throughout their placement. In cases where a student fails to meet expected performance standards or engages in unprofessional conduct, the placement may be suspended or permanently terminated. Reasons include but are not limited to:

- Breach of relevant Codes of Conduct or workplace procedures
- Acting outside the scope of practice
- Behaviour that may cause harm or is considered discriminatory, offensive, or inappropriate
- Withdrawal from placement without valid documentation or explanation

Decisions regarding suspension or termination may be made by the placement site or appointed UniSQ staff members in consultation with relevant academic leaders. The rationale for termination will be communicated to the student, and a follow-up meeting will be held to discuss the incident and develop a plan or behavioural contract for future placements.

If a student cancels or fails to attend a placement without valid explanation or supporting evidence, they will receive a Fail – Not Participate (FNP) grade or be withdrawn from the course. Reallocation within the same semester will not occur without appropriate documentation.

Students have the right to appeal any placement withdrawal decisions through standard university procedures.

Other Reasons for Failing a Placement Course

Reasons for failing a placement include, but are not limited to:

- Failure to upload mandatory documents to InPlace by the deadline, resulting in ineligibility for placement.
- Withdrawal from placement without valid documentation or explanation.
- Non-attendance due to illness or injury without notifying the Placement Coordinator and WIL Team, and without providing a medical certificate or requesting an extension. Failure to complete the prescribed placement hours constitutes non-fulfilment of course requirements.
- Lack of progress or unsatisfactory performance despite feedback.
- Breach of UniSQ or professional codes of conduct, laws, or workplace procedures.
- Unprofessional behaviour, acting outside scope of practice, or engaging in conduct that may cause harm or be considered discriminatory, offensive, or inappropriate.
- Failure to complete placement assessments and paperwork within the required timeframe.

Course Outcome

Students may achieve different outcomes in clinical practice from the grades received in pre-clinical courses. This may be for a variety of reasons. Clinical skills are developed and assessed differently from knowledge acquisition. In the event that a student does not receive the outcome they were expecting please:

- Review feedback received during placement
- Reflect on contributing factors (e.g., personal, academic)
- Develop strategies to improve future performance
- Contact your Placement Coordinator or Course Coordinator for support

Feedback, Complaints and Advocacy

UniSQ provides a fair and transparent process for resolving concerns, complaints, and appeals. Students can submit feedback, lodge a formal grievance, request a review of a decision, or appeal an outcome through the procedures outlined on the Feedback, Complaints and Advocacy page. The site also explains informal resolution options, timelines, and available support services, including advocacy and student wellbeing resources.

Teaching and Learning on Placement

Integrative Online Modules, Drop-In Sessions and Peer Practice Groups

There are nine online self-paced modules offered in both first and final field education courses and participation is compulsory for all students. These modules are considered part of the placement learning and 9 hours are allocated for students to complete them. Students complete their timesheets in the ordinary way, indicating hours spent doing the modules.

The online modules are structured so students undertake specific learning activities, such as critical reflections and connecting theory with their experiences on placement. For more information about these modules, please consult the Studydesk site. The Course Coordinator will also advise of drop-in sessions, which are optional to attend. These sessions provide opportunity for students to ask questions and seek direct learning support relating to placement learning and assessment requirements.

Peer Practice Groups are an additional learning activity that students can opt to engage in. Please consult the Studydesk site for assistance around the formation of these groups.

Peer Practice Groups provides students an opportunity to engage in peer supervision to:

- Share placement learning and experiences,
- Gain support, advice and insight from peers,
- Troubleshoot difficulties on placement,
- Feel less isolated while on the placement learning journey.

Time spent participating in peer practice groups will contribute to the overall placement hour total. Students complete their timesheets in the ordinary way, indicating hours spend participating in the peer practice group. Students will need to directly communicate and negotiate with their Field.

Educator their attendance of peer practice groups, so that it doesn't impact other pre-planned agency-based learning activities.

Constructing a Learning Plan for Placement

The field education courses are progressive throughout the placement; adopting a model of continuous assessment using a learning plan that maps and assesses the agreed student progress at various points. The focus is on the personal learning needs of the student; the learning tasks required by the Community Work Australia and the University; and the learning requirements of the agency where the student is placed. HSW2288/HSW2299 and HSW3388/3399 course specifications provide more details of the requirements for each placement (available online).

Both placement courses are graded as either a pass or fail. The template for the learning plan, the Placement Assessment Review Tool (the PART) will be available via the StudyDesk site for the course and provided to all students prior to placement.

Differences Between Field Placement 1 and Field Placement 2

The learning objectives for first and final placement differ as the expectations for students' demonstration of the attainment of their learning are different. The course specifications describe what is expected at each year level but generally:

- A first-year student will demonstrate beginning knowledge and skills and,
- A final year student will demonstrate a level of competence commensurate with the standards of a graduate practitioner across a range of settings.

Information For Use of Student Portfolio

Students will be encouraged to maintain a portfolio that documents evidence of their work, including journaling, diaries, reflections, case studies, presentations, project work, literature reviews, assessment pieces and importantly, the emerging practice framework. There are numerous activities and assessments throughout the human services degrees that involves students locating their materials in their portfolio. The pre-workshop placement will re- examine portfolios.

Students can share and show their portfolio contents with their Field Educator and Field Liaison. The portfolio will be very helpful when completing the mid and final placement learning plan reviews. The portfolio is not given an individual mark but will be considered in the final assessment process and can be very helpful if there are any questions about students' satisfactory attainment of learning. For students close to graduation, the e-portfolio houses documentation of their journey through their human services degree and importantly the final version of their practice framework; this is therefore of considerable utility for securement of employment interviews.

Professional Support

Your health and wellbeing are important to us at UniSQ. If you require personal support, you can engage in UniSQ's free, confidential and professional counselling and wellbeing services. An appointment can be made by phoning +61 7 4631 2372, or booked online, or by sending an email to supportforlearning@unisq.edu.au

UniSQ is committed to supporting the wellbeing and academic success of all students, with tailored services available for both International and First Nations students:

- **International students** can access dedicated wellbeing resources, counselling, and academic support to help navigate life and study in Australia.
- **First Nations students** are supported through the College for First Nations, which offers personalised assistance via First Nations Student Success Officers, the 'Ask Aunty' support hub, and culturally informed academic guidance through First Nations Learning Advisors. These services foster a culturally safe and inclusive environment, empowering students to thrive throughout their educational journey.

Support Contacts:

- Support for International Students – UniSQ International
- Support for First Nations Students – College for First Nations
- 1300YARN – A First Nations Lifeline support service providing 24/7 confidential assistance.

Please note, this is not a crisis service and is only open from 8:00 am- 4:00 pm AEST Monday to Friday. If you require more urgent or immediate support, the free services listed below can provide support 24 hours a day, 7 days a week:

- Lifeline - 13 11 34
- Suicide Call Back Service - 1300 659 467
- Mental Health Access Line- 1300 642 255
- **Emergency medical treatment – 000**

If you require support at any stage of your study, you can access Student support services for counselling and wellbeing via UConnect for *confidential* support including emergency contact details.

There are several policies to ensure that students get proper support and perform their placements upholding university's reputation. These are as follows:

Support for Students Policy
Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure
Student General Misconduct Policy
Student General Misconduct Procedure
Assessment of Special Circumstances Procedure
Students with a Disability Policy and Procedure

Insurance, Health, Safety and Emergencies Management

If an injury or adverse incident occurs during placement, you must follow the agency's Work Health & Safety (WH&S) procedures in the first instance. Any incidents are then to be communicated to UniSQ and reported in SafeTrak. Refer to the 'Reporting an Incident' section for guidance.

Risk Management

Students are responsible for identifying and managing risks during placement. If you feel unsafe or encounter a hazard, notify the Field Educator immediately and Director of Field Education and Networking as soon as possible thereafter. Stay informed by reviewing safety communications and procedures.

Student Travel

Travel Arrangements and Insurance: Students are responsible for arranging their own travel to and from placements, including any necessary insurance for private motor vehicles. If using a private vehicle, students do so at their own risk and expense. Please ensure your vehicle is comprehensively insured, as Compulsory Third Party (CTP) insurance does not cover third-party property damage. Student must also adhere to university procedures, including the Travel Procedure, the Motor Vehicles and Travel Fatigue Procedure and the Incident and Hazard Reporting and Investigation Procedure.

Safety During Late or Night Shifts: For late or night shifts, familiarise yourself with the security officers and relevant contact numbers for the agency. Park in well-lit areas and stay vigilant in your surroundings when walking to and from your transport. Security officers may be available to escort you to your car or public transport.

Travel to Rural or Remote Placements: Traveling to rural or remote placements can be tiring. The Queensland Government recommends taking breaks every two hours and limiting driving to 8-10 hours per day. Plan your rest stops and check StudyDesk or forums for potential travel companions. Ensure your vehicle is safe for long distances, keep the fuel tank filled, or ensure your EV is charged and you have researched charging locations. Have a roadside assistance policy and keep your mobile phone charged. Ensure you have planned your route in advance and are aware of the distances between towns. Inform someone of your whereabouts when traveling to remote locations.

Safe Driving Practices: It is important that you practice safe driving. Consult your General Practitioner if you are on prescribed medications to ensure it is safe to drive. Park in designated areas and follow the agency's security conditions when leaving after hours.

Paid Employment and Fatigue Management during Placement

While UniSQ recognises that students may need to undertake paid employment, it is essential that work commitments do not compromise placement responsibilities or breach fatigue management policies. Students must not work full-time while attending placement, as this contravenes health facility safety standards and poses risks to patient care.

You must not complete a paid shift immediately before or after a placement shift. For example, finishing a night shift in your employed role and then attending a morning placement shift is strictly prohibited. This practice violates Queensland Health and private facility WH&S policies. If you are unsure about these requirements, contact the WIL Team for clarification.

Placement obligations take precedence over paid employment. Please notify your employer in advance to ensure work does not interfere with your placement schedule.

Disaster Management

In the event of a disaster or emergency at your placement site (e.g. flood, fire, utility failure, ward closure, or violent incident), follow the instructions of the supervisor or agency contact and adhere to the agency's disaster management protocols.

If you feel unsafe or encounter a risk during placement, immediately notify the Director of Field Education and Networking using the contact details provided in the *Placement Contacts – Who to Contact and When* section.

Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

Most students have a positive experience on placement, though occasionally situations arise that can cause concern. If you believe you are experiencing bullying, discrimination, harassment or are a victim of sexual misconduct while on placement, refer to Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure - University of Southern Queensland (usq.edu.au) to explore how you might handle the situation. Depending on the nature of the circumstances, you might feel comfortable to raise your concern directly with the person involved or speak to your Placement Supervisor. If you feel unsafe or are not comfortable addressing the situation yourself, please contact your Placement Coordinator and/or UniSQ Safer Communities to discuss the matter further and seek appropriate support.

Safer Communities and the Wellbeing Team can provide you with free support and guidance while a risk management plan is developed. All students can use the Share a Concern | UniSQ Share a Concern (symplicity.com) online form to seek confidential support from Safer Communities at any stage of their studies, including during placement.

Psychological Risk

Psychological risks, also known as psychosocial hazards, are recognised workplace and placement-related concerns that organisations actively seek to mitigate through established strategies. When a student on placement encounters such risks, they should have access to appropriate support services—either through the placement provider or UniSQ Safer Communities via the Director of Field Education and Networking. For example, a student may be exposed to a traumatic event such as a serious injury or the death of a patient. While such experiences can be psychologically impactful, they are inherent to the nature of the role and do not necessarily indicate wrongdoing by any party.

UniSQ Safer Communities is available 8.00am – 4.00pm, Monday – Friday:

- 07 4631 2372
- safercommunities@unisq.edu.au

For after-hours support related to gender-based violence, including sexual assault:

- National domestic family and sexual violence counselling service – 1800RESPECT (1800 737 732)

If you are in immediate danger or need urgent medical attention, call police/ambulance – 000

Insurance Coverage during Placement

For insurance purposes, placement activities refer to the compulsory aspect of your course/ program where a practical experience provider provides you the facilities or opportunities, to engage in practical work experience, research or training. If you are undertaking a placement through UniSQ, you will be covered by the following types of insurance (as applicable, subject to terms and conditions):

- Public Liability
- Professional Indemnity
- Medical Malpractice
- Student Personal Accident

To qualify for UniSQ's insurance coverage you must:

1. Be an enrolled student while on placement; and
2. Comply with the Professional Experience Guidelines (as applicable to the School of Health, Psychology and Medical Sciences) including having submitted all mandatory documentation, which is verified by the University; and
3. Be attending a placement activity that has been approved by the School of Health, Psychology and Medical Sciences). You can find out more about whether your placement is approved by checking InPlace; and
4. You must not be receiving any payment or other form of remuneration in relation to the placement activity (other than expense reimbursement or expense allowance e.g. bursaries, allowances or grants). If you are going to be remunerated for your placement, please contact the University for insurance options.

Note: Personal belongings and private vehicles are not covered by the University's insurance policies. Students should ensure their vehicles are registered and comprehensively insured to cover damages to their own vehicle or personal injury or property damage to a third party in the event of an accident.

Injury during Placement

If injured or unwell during placement and Emergency Department consultation is required, follow the below steps:

1. Notify the Agency Supervisor immediately as they will have internal protocols that need to be followed
   Contact the WIL Team immediately via (07) 4631 2359 and email the Director of Field Education and Networking
2. You may be transferred to a public or private Emergency Department (ED). UniSQ recommends attending a public ED to avoid personal costs.
3. If you choose a private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment
4. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment
5. Follow all treatment recommendations and consult your GP as needed.

Reporting an Incident

If you experience an injury or an incident while you are on placement, **you must report it to your Placement Supervisor and the health care agency contact immediately**. **You must also notify the placement coordinator of the incident via email or phone directly.**

You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report. You will then need to notify the University by logging onto SafeTrak on UniSQ Safety Central and completing a UniSQ Incident Form.

When submitting a SafeTrak incident please ensure that the below information is included in the "Assign to" section as part of the application:

- Assign incident to Manager/Supervisor – Krystal Schaffer
- Business Unit/Faculty – School of Health, Psychological and Medical Sciences

How To Access SafeTrak to report an incident or hazard

Support Contacts

Contact Name/Service	Role	Contact Method	Availability
Placement Coordinator	Course Contact for Placement	Email/Phone via StudyDesk	Business Hours
UniSQ Safer Communities	Confidential Support for Safety Concerns	safercommunities@unisq.edu.au / 07 4631 2372	Mon–Fri, 8:00am–4:00pm
UniSQ Wellbeing Team	Counselling and Wellbeing Services	supportforlearning@unisq.edu.au / Book via UConnect	Business Hours
1800RESPECT	National domestic family and sexual violence counselling service	1800 737 732	24/7
Emergency Services	Police/Ambulance	000	24/7

Student Professional Expectations

These guidelines outline your responsibilities and expected conduct during placements. As a student, you are entrusted to learn in professional environments where patient safety and dignity are paramount. You must uphold the highest standards of professionalism at all times.

Getting the Most out of Your Placement

You are responsible for making the most out of the learning opportunities while undertaking your placement. You should:

- Introduce yourself to staff in your assigned area or agency.
- Arrive prepared with learning objectives.
- Engage actively in all assigned tasks.
- Be punctual and dress professionally.
- Communicate regularly with your supervisor to align expectations, placements goals and personal strengths.
- Seek feedback after each shift.
- Complete all assessment tasks satisfactorily.
- Attend all scheduled placement hours.
- Bring required documentation (e.g., placement guide, workbook) daily.
- Submit assessments via StudyDesk by the due date.
- Maintain a professional attitude and be open to feedback.

Student ID – You have the option to obtain a student identification card suitable to wear while on placements. This is an ID that has less personal information visible and replaces using your normal university identification. Please contact iConnect to obtain one.

Professional Interactions

Clients, patients and staff should be treated with the highest level of professionalism and respect. Ensure you use appropriate titles and salutations when addressing staff at the organisation where you are completing practice education (i.e., use 'Dr' for medical staff).

Code of Conduct

While on placement, you represent the University of Southern Queensland (UniSQ) and must comply with the UniSQ Student Code of Conduct Policy. You are expected to:

- Follow all workplace procedures and reasonable directions from placement supervisors.
- Demonstrate respect, professionalism, and courtesy toward clients, staff, and peers.
- Maintain appropriate behaviour at all times.

All placement sites are encouraged to report both exemplary and concerning student behaviour. Breaches of conduct may result in removal from placement and disciplinary action under UniSQ's Student Code of Conduct Policy, Student General Misconduct Procedure, or Academic Misconduct Policy.

Confidentiality

Students are entrusted with sensitive information and must uphold strict confidentiality standards equivalent to those expected of healthcare professionals. Any information obtained directly or indirectly during placement—whether related to clients, agency operations, or clinical cases—must be treated as confidential unless explicitly stated otherwise.

Confidential information must not be discussed in any setting outside the placement, including at home, in class, or online (e.g., social media, messaging apps). This includes client identities, agency details, and intellectual property. Breaches may result in removal from placement and potential legal consequences.

All students must comply with the **Information Privacy Act 2009 (Qld) (IP Act)**. Please ensure you are aware of your responsibilities and obligations under this Act.

Prohibited Use of Substances

Consumption of alcohol, recreational drugs, or any illicit substances before or during placement is strictly prohibited. Students must ensure a zero-blood alcohol level and avoid any substances that may impair performance. Smoking and vaping are only permitted in designated areas.

Mobile Phones and Electronic Devices (Photographs or Recordings)

Use of mobile phones or electronic devices during placement is not permitted unless explicitly approved by the supervisor for placement-related tasks. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor. Devices must not be used to capture images, video, or audio under any circumstances.

Social Media

Social media refers to any online or mobile tool where you share information of any kind and in any format. As a student you are not to post any information about your placement, clients, the agency or your fellow students or anything else related on any social media forum including private group pages. You may be dismissed from placement and possibly excluded from returning to the agency if anything posted contravenes any of the laws or codes that apply.

Students are strongly advised to exercise judgement and caution in the use of social media about their placement, as well as whilst on placement. This includes but is not limited to using mobile phones for personal calls whilst on placement, ensuring the privacy and confidentiality of the agency in the use of social media sites such as Facebook and Tik Tok, not taking photographs for personal use during placement and ensure professional use of the internet during placement.

Media Requests

All media inquiries must be directed to the Placement Coordinator. Students must not comment publicly on any aspect of their placement, including agency operations, clinical cases, or patient information.

Legal Documentation Requests

Police Requests
From time-to-time students will be requested or required by a police officer or the courts to perform a task or provide a statement for an incident. Whilst you are required to follow all legal requirements, it is requested that you contact your Placement Coordinator in the first instance to seek advice and/or assistance when possible.

Subpoenas
If served with a subpoena, notify your Placement Coordinator immediately.

Placement Agency Requests
All students are required to contact their Placement Coordinator in the first instance before providing a verbal/written statement to the clinical placement agency in response to an incident.

Managing Student Performance and Behaviour During Placement

While most placements proceed without incident, it is essential that any concerns regarding student performance or behaviour are addressed promptly and fairly. UniSQ follows principles of natural justice and procedural fairness in managing placement-related issues.

General Considerations:

- Some matters may be addressed under the host organisation's own policies (e.g. harassment, discrimination, privacy breaches).
- Students undertake placements at the invitation of the host organisation. The organisation may choose to terminate a placement without following UniSQ's procedures.
- UniSQ may decline to investigate a concern if there is insufficient information or if the matter falls outside the scope of the University's responsibilities.

In accordance with Section 4.2 of the *Work Integrated Learning Activities Procedure*, the following steps outline the process for managing concerns during placement:

Step 1: Early Identification and Support

If a student is experiencing performance issues or learning difficulties, the Field Educator should discuss these with the student as early as possible. Together, they should develop and document strategies to support improvement. These strategies should be reviewed regularly during supervision sessions. The Director of Field Education and Networking must be informed promptly to ensure appropriate support is provided and to help facilitate a positive outcome.

Step 2: Escalation and Formal Meeting

If the issue persists or is more serious (e.g. breach of professional conduct, failure to meet practice standards, or risk of placement termination), a formal meeting should be arranged. This meeting may be initiated by the student, Field Educator, or Director of Field Education and Networking. The Director of Field Education and Networking should be provided with written details of the concern, including relevant dates, individuals involved, and a description of the issue. Meeting outcomes and agreed strategies should be documented, including review timelines.

Step 3: Monitoring and Further Action

A follow-up meeting should be held with the student, Director of Field Education and Networking and Course Coordinator. The Program Director may also be involved if appropriate. Outcomes should be documented, and further strategies implemented as needed. If additional concerns arise before the scheduled review, an earlier meeting should be convened. In some cases, the placement may be cancelled.

Where student behaviour or conduct is deemed inappropriate or in breach of professional or ethical standards, the following outcomes may apply:

- The placement may be cancelled, and the student may receive a fail grade for the course.
- The student may be awarded an incomplete grade, with the opportunity to undertake a future placement under revised conditions.
- If the behaviour constitutes a breach of UniSQ's Student Code of Conduct or professional standards, the matter may be referred for further review under the University's misconduct procedures.

All decisions must be documented and communicated clearly to the student, including any implications for progression and available review or grievance options.

Advice for Students

If the placement is cancelled due to student misbehaviour or misconduct, outcomes may include a fail grade or an incomplete grade with future reallocation. Students dissatisfied with the decision may seek a Stage 2 Review of Decision or lodge a Formal Grievance, depending on the outcome. Further information is available via UniSQ's Feedback, Complaints and Advocacy page.

If a student experiences an issue with their Field Educator or the Director of Field Education and Networking, they are encouraged to raise the concern directly with the individual involved where appropriate. If the issue cannot be resolved informally, students should contact their Program Director for further support and guidance. UniSQ is committed to ensuring students feel safe and supported throughout their placement experience.

Related University Policies

Student General Conduct Policy
Student Academic Integrity Policy
Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure
Work Health and Safety Policy
Assessment of Special Circumstances Procedure
Student General Conduct Policy
Student Grievance Resolution Policy
Student Grievance Resolution Procedure
Privacy Policy
Privacy Procedure

Roles and Responsibilities for Placement

In preparation for, and supporting each field education placement, there are several staff who have specific roles and responsibilities to ensure that quality student learning is achieved.

Field Educator

Field Educators determine the scope and parameters of learning opportunities within their setting and support students on a weekly basis to help them reflect on their experiences, make links to theoretical frameworks, and provide a strong mentoring focus. These learning tasks are guided by the Community Work Australia Practice Standards and the specific placement course learning objectives as a framework. The learning objectives of each placement course set out what they hope to learn, how this learning will occur and how their assessment will occur. Consistent with Community Work Australia accreditation requirements the major areas of responsibility for Field Educators are:

- holding weekly supervision sessions with the student regarding their learning and practice experience and to offer clear feedback. Supervision should include a mix of formal and informal supervision of up to 1.5 hours per week and may be offered individually or in groups.
- arranging a suitable working space and resources needed for the student to undertake learning activities.
- allocating and monitoring appropriate practice tasks.
- assisting and supporting the student to learn from the learning tasks through weekly, formal supervision and the use of reflective activities.
- being available to discuss student's progress with the Field Liaison and to attend any liaison meetings.
- evaluating student practice.

Task Field Educator

In agencies where there is not an onsite Field Educator who meets the Community Work Australia qualification requirements, a suitably qualified Task Field Educator will be required for placement. The role of the Task Field Educator within a placement is crucial to facilitating a positive learning experience for the student and provides the day-to-day tasks for the student but does not provide formal supervision for the student's placement. The Task Field Educator will be equipped with skills and abilities to guide students, providing oversight and task supervision to support learning and progress in the placement. They will share their human services expertise and provide support around engaging in an array of suitable learning tasks on placement. They will work closely with the External/Agency Field Educator and the Field Liaison to monitor and review student's progress and skills development.

External Field Educator

The External Field Educator is allocated to a placement, where a Field Educator is no available within a placement agency that is qualified (according to Community Work Australia requirements) to provide formal supervision to students. The External Field Educator will:

- arrange and provide at least 9/11 hours of formal supervision across the 210/250 hour placement with the student. Some of this time may be provided in a group format.
- work collaboratively with the task Field Educator and the agency to address the student's progress and learning on placement.
- engage in discussions with the student on all aspects of their learning and assist them to critically reflect on their practice.
- engage with the student during the writing of the learning plan, the mid-placement and end of placement reports.
- meet with the student and the task Field Educator in preparation for the mid-placement visit and at the end of placement.
- provide constructive written feedback on the student's learning plan, mid and end of placement reports.
- work with the Field Liaison.

Field Liaison

Should placement numbers go beyond staff availability; sessional Field Liaisons may be recruited. The Field Liaison is responsible for building a consultative supportive relationship with the student, the Field Educator and the agency where the student is sited. They are responsible for overseeing and maintaining contact with both students and supervisors. They work collaboratively with all parties. The University Liaison at minimum, has contact with students within the first weeks of placement commencing and at mid placement. Field Liaisons may also check in with students at placement completion. Key tasks of this role include:

- **monitoring and evaluation**: The Field Liaison has an important role in assessing, in conjunction with the students and supervisors, the quality of the student's placement experience and the extent to which the aims and objectives of the placement have been achieved.
- **education**: The Field Liaison is a link between classroom teaching and agency practice. Liaison visits should broaden and enrich the educational experience to optimise student learning
- **support and problem-solving**: At times, the placement experience creates challenges or difficulties that require external problem solving and/or interventions, guidance and support. The Field Liaison should be accessible to both students and supervisors for support and advice. The Field Liaison can have direct contact with either students or supervisors to ensure that they undertake the required tasks for the successful completion of the placement

Director of Field Education and Networking

The Director of Field Education and Networking is an experienced practitioner who provides academic leadership to the UniSQ Field Education Program. This position reports to the Academic Discipline Lead (Social Work and Human Services) and is responsible for:

- ensuring students on placement are assigned a Field Educator.
- providing academic leadership to and coordinating the Field Education Program.
- designing and delivering placement learning opportunities.
- program compliance with Community Work Australia.
- oversee the Field Education Course Coordinators who support student placements including assessing students' progress and capacity to demonstrate the required knowledge, skills and values within their emerging practice frameworks, along with managing relationships with placement partners.
- The Director of Field Education and Networking is also responsible for recruiting and training Field Liaisons and Field Educators.

Work Integrated Learning (WIL) Team

The Work Integrated Learning (WIL) team for Academic Affairs is made up of professional staff who are not human services qualified. The team works in collaboration with the Director of Field Education and Networking to support discipline specific needs of the Social Work program under the direction of the Team Leader. This will include assisting with tasks such as the management of student placement agreements as well as student placement offers and mandatory documents.

When a student undertakes a professional placement, the various parties assume responsibilities for the placement. The parties are the Student, Agency, and University. The Agency Field Educator, Director of Field Education and Networking and the University WIL Team are the key contacts throughout the professional placement.

The outcomes of placement reflect the above collaborative arrangements. However, it remains the responsibility of the university, in all instances, to determine the final grade/outcome for the placement.

Student

Of course, the most important person in the placement is the student, who can learn and apply the knowledge, skills and principles that underpin ethical and competent human services practice. The most important role of the student is to be open to learning and to critically examine and reflect on their own personal values and assumptions. Students are treated as 'employees' of the placement organisation and must adhere to their policies, protocols and systems, such as privacy, dress and confidentiality and generally behaving in a professional manner.

Responsibilities include:

- Attend and take part in placements arranged by the university.
- Undertake all activities associated with the successful completion of your degree efficiently, effectively and to the best of your abilities.
- Actively participate in the learning process and take responsibility for learning including ensuring that adequate and timely feedback is received on your performance from your Placement Field Educator.
- Adhere to all legislative conditions, work health and safety conditions, security conditions, confidentiality & privacy conditions and any other rules, bylaws, policies and procedures relating to the Placement that are a requirement of an agency, organisation, government or the university.
- Maintain current contact details with UniSQ (i.e. email and mobile phone number) and be able to be contacted at any time within a study period in which you are enrolled in a placement course.
- Seek assistance if not confident with a task, or if you lack understanding in any area.
- Practice in a manner that is safe and respectful and consistent with your level of competency and scope of practice.
- Take responsibility for your personal belongings.

Be Professional

- Maintain standards of professional practice.
- Understand and abide by relevant Codes of Professional Conduct (UniSQ and Placement Agency) including but not limited to rules, bylaws, policies and procedures of the Agency, including dress code.
- Be great ambassadors for the university and uphold standards of professional behaviour and presentation.
- Be punctual.
- Comply with reasonable and lawful directions of your Placement Agency and Field Educator.
- Act ethically and with consideration, honesty and courtesy to all staff, other students and visitors at the placement agency.
- Respect the rights, beliefs and values of others.
- Discuss issues as they arise with the placement Field Educator, or Director of Field Education and Networking and act to resolve problems quickly and cooperatively.
- Demonstrate behaviour that allows others to work and study in an environment free from discrimination, bullying and harassment.

Complete Assessments

- Discuss learning objectives and expected learning outcomes with your placement Field Educator.
- Arrange a plan for signing placement assessment documentation early in the placement.
- Contact the Field Educator or the Director of Field Education and Networking if there are any difficulties with meeting your course objectives.
- Contact the Field Educator or the Director of Field Education and Networking if the placement Field Educator is not willing to initial, sign or make comments on placement assessments.
- Ensure that all assessment paperwork is completed and correctly submitted on time.

Students will not:

Act Outside UniSQ Guidelines

- Attend a placement if they have been advised by the university that the placement has been cancelled.
- Make public comment on behalf of the School or the University. This does not include circumstances in which the student is required to provide evidence in a court of law or is otherwise legally obliged or authorised by law.
- Remove or misuse any resources from either the university or placement agency.
- Remove or misappropriate any resources from either the University or Placement Agency. This includes the photographing of any aspect of the Placement Agency without the express consent of the agency Field Educator.

Be Unprofessional

- Act outside the professional codes of conduct and scope of practice as defined by the accrediting body.
- Undertake client care without being supervised by a qualified Human Services professional.
- Participate in any activities that misrepresent their status or level of skill or knowledge.
- Work outside their scope of practice.
- Take part in behaviours that may cause injury to others.
- Be involved in any conduct or behaviour that could be reasonably interpreted as harassment, discriminatory, offensive or embarrassing to others.
- Take part in any relationship in which there is any potential for taking advantage of the trust relationship inherent in the health or human service professional. Consent by the patient/client or the fact that they started the conduct or behaviour is not a defence.
- Accept gifts or any form of benefit from a patient/client that could be viewed as potentially influencing the impartiality of health care delivery or professional practice.

Orientation for Field Educators

All participants involved in field education experiences will be provided with timely orientation and support processes. The Director of Field Education and Networking will ensure Field Educators are comprehensively briefed and provided appropriate orientation to Field Liaisons prior to the student undertaking placement within the agency or organisation. Both University Field Liaisons and Field Educators will also be provided with a copy of this Professional Placement Guide. If Field Educators have any questions or enquiries prior to student placement commencing, they should make direct contact with the WIL team or the Director of Field Education and Networking. During placement, the Director of Field Education and Networking is the primary contact for information on the structure of placements, however the Field Liaison provides assistance, specifically in relation to the student on placement. At the completion of placement, feedback is always welcomed regarding the placement experience.

Other support offered to Field Educators include:

- Invitations to relevant professional development opportunities at UniSQ, such as access to research presentations
- Opportunities for involvement in teaching and presentations to students

Borrowing Library Resources

Field Educators will have full borrower rights and access to all UniSQ library services for the duration of the placement.

Students are encouraged to continue to read widely and broadly while on placement. They will continue to have access to UniSQ libraries where there is an extensive e-book collection, specific to social work. Students should feel free to contact the Liaison Librarians for borrowing requests or library support. Please also see the following library resources available to UniSQ human services students:

- UniSQ Library Study and Research Toolkit (StaRT), Self-paced tutorials: searching for and evaluating information, databases, referencing, assignment and exam preparation, general study skills, and mathematics.
- Social Work and Human Services Library Guide Curated specifically to share key textbooks; multimedia resources; relevant databases and other resources for Social Work and Human Service students.
- UniSQLibrary Referencing resources Learn how to use the APA or Harvard referencing style.
- Online Study Support Librarians and Learning Advisors provide advice on library and study skills.

Placement Assessment Requirements

Placement Assessment Review Tool

Assessment is built upon a learning plan which addresses the learning outcomes of the course.
Placement learning goals are negotiated by students and their Field Educator/s and recorded in the PART – Placement Assessment Review Tool which is a 'living document' to record and review the placement performance of students.

The PART requires students to develop their learning goals at the beginning of placement (PART 1) and then formally review their progress towards these goals at two subsequent points, at mid (PART 2) and end of placement (PART 3).

Please see the HSW2288; HSW2299; HSW3388 and HSW3399 course sites for detailed information on how to use the PART, and expectations of students and Field Educators within the placement assessment lifecycle.

2026 Student Placement Declaration

This document is a mandatory pre-placement requirement for all students enrolled in a placement course at the University of Southern Queensland. It outlines key responsibilities to UniSQ and its partner agencies before, during, and after placement. By signing this declaration, you are acknowledging your understanding and commitment to meeting these obligations.

This signed declaration must be submitted via InPlace.

Overarching requirements are:

- meeting the academic pre-requisites for the placement course
- ensuring you are enrolled in any placement courses for the relevant period of study
- checking student emails and other communication channels (Placement Hub) regularly

To prepare for my placement prior to its release, I will:

- Submit all required mandatory documents by the listed deadlines, ensuring their accuracy and currency for the entire placement period.
- Declare any extenuating circumstances, pre-existing medical conditions including pregnancy that could impact my safety, or perceived, potential or actual conflicts of interest through InPlace by the specified deadlines.
- Ensure I am available to attend placement at any time during my enrolled study period, including breaks and exam periods.
- Prepare to travel over an hour to my placement and acknowledge that preferred locations are not guaranteed.

To prepare after my placement is released, I will:

- Organise personal commitments, leave, uniform, and ID card;
- Review insurance and emergency contact information.
- Provide any additional requirements requested by my Placement Agency promptly.
- Promptly discuss my circumstance with the WIL Team and DFEN if I am unable to attend my allocated placement
- Apply for accommodation and financial bursaries if eligible.

During and after my placement, I will:

- Present professionally in my uniform with my student ID card.
- Adhere to professional expectations, codes, standards and practices for my discipline.
- Promptly inform the DFEN and the UniSQ WIL Team if I do not receive an induction or orientation
- Promptly inform the DFEN and the UniSQ WIL Team if I am absent from placement for any reason and work with the WIL Team to organise any required make-up placements.
- Manage my workload to comply with fatigue management policies and ensure personal wellbeing during placement.
- Report any incidents while on placement as per the UniSQ guidelines.
- Retain copies of all placement assessments and timesheets
- Follow the guidelines of the placement agency with respect to Workplace Health and Safety, Infection Control, and disease outbreaks.

General

- I confirm that I have read and understand the Placement Guide, Placement Hub, and UniSQ Student Code of Conduct Policy, and agree to uphold all stated expectations.
- I will promptly notify the WIL Office and DFEN of any issues or inability to meet placement obligations at any stage of my program and understand that not meeting mandatory requirements may result in unenrolment or a fail grade for the course.
- I have read and understood the information provided to me in this document, including in particular how the personal information in my mandatory documents is collected, used and disclosed by the University (including disclosing relevant personal or health information to placement facilities or support providers) and I consent to the University handling my personal information in this way.
- I will inform the DFEN immediately of any written notices from accrediting bodies or associated bodies of my program of study
- I understand and accept my responsibilities as outlined in the Placement Guide.
- I acknowledge that not meeting Inherent Requirements (with reasonable adjustments) may prevent my acceptance for placement and prevent program progression.

Student Name: _____

Student Signature: _____

Date: _____

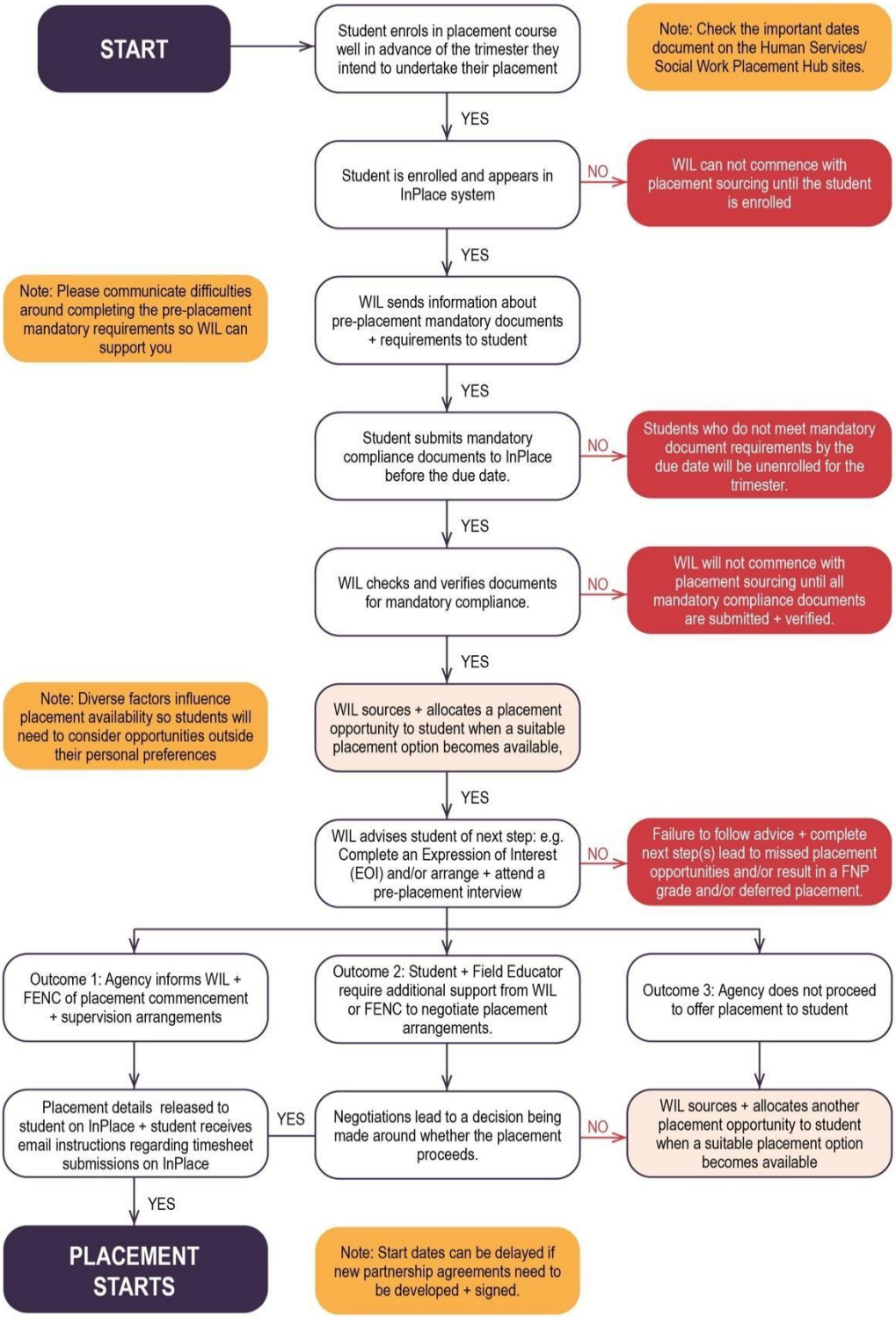
University of Southern Queensland

Placement Preparation Checklist

Item	Requirement	Yes
1.	**Visit the Placement Hub:** Familiarise yourself with all available resources to support your placement journey	☐
2.	**Read the Placement Guide:** Understand what to expect and how to succeed during your placement	☐
3.	**Check Your Student Email Regularly:** Important placement updates and notifications will be sent here.	☐
4.	**Know Who to Contact:** Save the contact details for your Course Coordinator, and the WIL team.	☐
5.	**View the Mandatory Documents List:** Start gathering the required documentation early.	☐
6.	**Log into InPlace**: Begin uploading and updating mandatory documentation	☐
7.	**Check the Important Dates Document:** Find the document deadline for your trimester and mark it in your calendar.	☐
8.	**View the Placement Calendar:** Take note of the block dates for your placement course to avoid scheduling conflicts.	☐
9.	**Update Preferences/Site Suggestions in InPlace:** Add or update your region preferences, facility expressions of interest (EOIs), and any special considerations.	☐
10.	**Plan Travel & Accommodation (if applicable):** Start looking into transport and accommodation early, especially for rural or away placements.	☐
11.	**Check Bursary Opportunities:** Review the Placement Hub or Contact the Scholarships Team to see if you're eligible for financial support.	☐
12.	**Set Personal Goals:** Think about what you want to learn or improve during your placement.	☐
13.	**Maintain Professional Behaviour:** Always demonstrate respectful, ethical, and professional behaviour in all interactions.	☐
14.	**Safety on Placement:** If any issues, concerns, or incidents arise, promptly inform your Placement Supervisor, Course Coordinator, and the WIL Team. For urgent matters, refer to the emergency contact details provided in your placement guide.	☐

Appendices

Appendix A – Pre-Placement Process Flowchart



Appendix B - Recognition of Prior Learning Guidelines

Relevant work experience may be recognised as credit for the first field placement; partial recognition is not possible. Recognition of prior learning can only be considered for the first placement course only (HSW2299 OR HSW2288).

Students may not use a previous placement experience as credit for a first placement. The Recognition of Prior Learning (RPL) assessment process requires appropriate evidence and documentation that aligns with Community Work Australia and TEQSA requirements.

Only one placement can be work-based. If RPL has been granted for the first placement course, students are not eligible for a work-based placement for their second/final placement course. This is so that placements can uphold the Community Work Australia requirement for the variety of settings of practice experience.

Guidelines are provided below for students applying for RPL, who are required to submit a portfolio of the following documents. Students should take time to read what is required and provide details needed to comprehensively response to each expectation. It is advisable that students discuss their potential eligibility with the Director of Field Education and Networking prior to applying for RPL, so they are well informed about the requirements and expectations.

The application must include:

- An **Introductory Statement** which includes personal details, phone contact number, email address, and a brief statement outlining why the applicant considers they meet the requirements for RPL.
- A **Curriculum Vitae** which clearly shows how the applicant meets the work requirement of a minimum of 2 years full-time equivalent of formal practice in a relevant context for students commencing in 2025 or completing the 2 credit point courses (HSW2288). Minimum of 12 months full-time experience for HSW2299. At least the final year of the student's work experience will be within three years of applying for RPL, using human services practice skills such as assessment, case management, and methods such as casework, policy work, or community work. Physical care work or personal support work, volunteer work, and administrative work that is not part of a community practice role is not accepted as part of this work experience.
- **Evidence of current enrolment** in the pre-requisite courses or evidence of successful completion of these prerequisites.
- **Relevant Position Descriptions** or other documentation outlining previous and current positions.
- Using the **Recognition of Prior Learning Application Template** available on the Human Services Placement Hub, a portfolio that addresses key learning objectives for the first placement course, with reference to the eight Community Work Australia Practice Guidelines. Documentary evidence is required to support the applicant's claims against the learning objectives and attributes to ensure that students will be able to fully achieve the learning outcomes of the program. Do not use the Credit Application Template.

If a student is awarded RPL for the first placement, there are conditions related to the final placement:

- Students will undertake a placement in an organisation or agency that provides on-site supervision by a qualified Field Educator;
- Students who receive RPL for their first placement will not be eligible for a work-based placement for their second placement unit;
- Students granted RPL for their first placement will be required to provide a copy of the RPL application to their subsequent Field Educator; and
- Subsequent placements will be made in a field of practice distinct from areas in which the student has gained experience and on which the RPL application was based and approved.

All applications will be assessed by the Director of Field Education and Networking. On request, students may be required to meet with the Director of Field Education and Networking and Program Director to present a summary of their experience and achievements, demonstrating they have functioned at the level of a student completing a first placement.

All policies, procedures and student information related to RPL have been listed below:

- Credit and Exemption Procedure
- Student Information for recognition of prior learning
- Credit Calculator
- Application for Credit/Exemption Form (QTAC Applicant)
- Work Experience to Course equivalency Form

Students have the opportunity to appeal if their application is unsuccessful and can refer to:

- Feedback, complaints and grievance resolution
- Student Grievance Resolution Policy
- Student Grievance Resolution Procedure
- Student Appeals Procedure

Appendix C – Work-Based Placement Guidelines

This guidance outlines the requirements and process for Bachelor of Human Services students applying for a work-based placement as part of their degree.
All Human Services field work placements must meet the Community Work Australia 2024 Course Accreditation Guidelines criteria for placements. These are available at https://communitywork.org.au/educators/course-accreditation/

Please note:

1. That you are ***unable*** to complete a work-based placement if you have received RPL for your first placement.
2. If you are applying for a work-based placement you need to ensure it is in a different field of practice to your current role, and you are not supervised by your current supervisor.

Work-Based Placements (WBP) applications specifically need to demonstrate that a WBP:

a. *Vary significantly, in context and role, between each placement (that is, students should not undertake similar tasks or be engaged with similar clients).*
b. *Each occur in a different field of practice with a different agency supervisor.*
c. *Have a formal written agreement prepared which details the tasks, roles and responsibilities to be undertaken by the student; this agreement must be signed at the beginning of the placement and signed off at the end of the placement by the student, the agency supervisor, the task supervisor (if applicable) and the fieldwork placement supervisor.*
(Community Work Australia 2024 Course Accreditation Guidelines "Fieldwork placement specifics", p.12).

WBP must also meet the standards set out in the Community Work Australia Credit/RPL placement rules:

a. *Students may seek recognition of prior learning (RPL) for earlier or current work experience in relation to one fieldwork placement.*
b. *Where no RPL or credit is obtained, one placement may be undertaken in a student's current workplace, however, it must comply with Fieldwork placement requirements.*
(Community Work Australia 2024 Course Accreditation Guidelines "Credits/RPL placement", p.15).

This means that for students who have received RPL for their first placement it is not possible to undertake a work-based placement as a second placement.

Requirements for Supervisors

Students on a WBP will require supervision from a Field Supervisor with a degree relevant to human services and community work (such as social work, human services, counselling or psychology). Community Work Australia standards also require "***three years practical experience*** *in a community services setting including* ***at least 2 years post-qualification experience****."*

If there is no available onsite Field Supervisor, day to day supervision may be provided by task supervisors, with a weekly supervision from a Field Supervisor. Task Supervisors require *"a minimum of diploma level qualification in community services and at least* ***three years of practical experience*** *in a community services setting."*
(Community Work Australia 2024 Course Accreditation Guidelines p.13)

Completing your application

Students must submit a portfolio of the following documents through the UniSQ Credit Application system which include:

- A completed copy of the **Human Services Work Based Placement Application.** A form to apply for a work-based placement is accessible from the Human Services Placement Hub.
- A resume and confirmation of the **formal qualifications of the proposed task supervisor** and/or agency field educator who meets Community Work Australia's requirements for supervisors as detailed above.
- A copy of **a position description detailing the student's permanent role** and work responsibilities.
- A **letter of support from the student's employer** indicating they are able to:
    a. Provide a work-based placement that differs from the student's usual paid role (where the student is an existing employee of the organisation).
    b. Be able to meet the educational requirements, principles and policies of the profession and the university.
    c. Agree to sign the 'Student Placement Contract' for work placement.
    d. Ensure the student receives supervision regularly and sufficient support to complete placement-related assessments.

Each application will be assessed against the Community Work Australia standards as well as the below criteria:

1. The employer can provide a placement experience that focuses on learning and recognises this learning focus differs from the task focus of a traditional contract role (even in instances where the student is being paid for placement hours by their employer).
2. The employer understands that the student's placement experience is not an extension of their current role, and that responsibilities **for these positions are distinct and cannot be worked concurrently** (i.e. if students choose a part time placement, and continue their normal employment as part time work, students must have distinct working days set aside for placement where they are not available to attend to tasks within their normal paid role).
3. The organisation providing the work-based placement can demonstrate a commitment to extend learning beyond the student's current role and be able to provide a letter of support to confirm their commitment to providing a work-based placement that differs from the student's usual paid role.
4. The scope for learning proposed differs **significantly from the student's existing role** within the organisation and include opportunities for more complex responsibilities that are not within the scope of their usual position description, such as:
    - Case management and planning practice
    - Coordination, advocacy, and stakeholder meetings.
    - Research
    - Project work

    It is strongly advised that this work includes a focus on working with different populations of service users from the student's current role. For example, this might look like moving from working with adults to supporting children, or from a population experiencing homeless to those also requiring mental health/youth work/ court support.
5. That the student is supervised by a supervisor other than the person who would supervise them in their normal day to day role. In exceptional circumstances the university may be able to provide an external supervisor, however the host agency would still need to be able to provide a task supervisor.

University of Southern Queensland

WIL@unisq.edu.au