

Work Integrated Learning - Placement Agreement Form (WIL-PAF)

About this document

This Work Integrated Learning – Placement Agreement Form (WIL-PAF) must be completed by a Student at the pre-placement interview with the Placement Agency and returned to the Victoria University (VU) Social Work Field Education Coordinators **before** the Student may commence the placement. The WIL-PAF is divided into two parts. Part 1 sets out the placement schedule and supervision requirements; and Part 2 sets out the agreement details, which must be read and signed by the Student; a suitable representative from the Placement Agency (i.e. manager or Field Educator); and a VU Field Education Coordinator. The agreement creates obligations on all parties and ensures that the proposed placement arrangements meet the requirements of VU Social Work and the Australian Association of Social Workers' (AASW). For more information about these requirements, please refer to the [VU Social Work Field Education Manual](#).

The Student is responsible for emailing the completed WIL-PAF to the Field Education Coordinators at sw.placements@vu.edu.au; **no later than 5 working days prior to the placement commencement date**. If approved, the Field Education Coordinator will sign the WIL-PAF and return it to the Student and Placement Agency via a confirmation email. The confirmation email advises that the placement can commence and provides details of the allocated University Liaison Person and, (if applicable), the allocated external Field Educator.

PART 1: PLACEMENT SCHEDULE AND SUPERVISION REQUIREMENTS

1. STUDENT CONTACT DETAILS

Student ID s Course year: 3rd / 4th

Full name _____

Phone _____ Mobile _____

Email _____

Emergency contact details

Full name _____

Phone _____ Mobile _____

Relationship to Student _____

2. PLACEMENT AGENCY DETAILS

Agency name _____

Street address _____

Suburb or town _____ State _____ Postcode _____

Main phone _____

Placement details – if different to above.

Placement name _____

Street address _____

Suburb or town _____ State _____ Postcode _____
 Main phone _____

3. VERIFICATION OF PLACEMENT DOCUMENTS

Students must present any of the following documents required by a Placement Agency to the agency supervisor at the pre-placement interview. Agency supervisors are requested to verify that they have sighted the required documents or that a required document is still pending, using the following table. While it is a VU requirement that Students obtain a Working with Children (WWC) Check and a National Police Certificate before commencing placement; the remaining documents are only required if requested by the Placement Agency.

Document	Date sighted by agency	Agency supervisor signature	Comments
Working with Children Check			
National Police Certificate			
Driver's licence			
Immunisation record			
International Police Check			

4. STUDENT ATTENDANCE REQUIREMENTS

The AASW requires that Social Work Students complete a minimum of 1,000 hours of field placements, usually in two placements of 500 hours over two years. Field placements are usually undertaken over a continuous period at a minimum of 3 days per week, at 7 hours per day, unless otherwise negotiated with the Placement Agency and the Academic Leader, Field Education. Students may undertake 3 or 4 placement days per week during semester and then may increase this to 4 or 5 days per week after the teaching period ends.

Leave entitlements and evidence of attendance:

In order to ensure that placements are structured in a way that is educationally viable; placements are to be undertaken over a continuous period, without breaks for holidays. This means that usual mid-semester break periods do not apply, except for public holidays. No leave of any kind may be counted towards the required placement hours. That is, any leave taken, including sick leave, must be made up by added placement hours. Similarly, if placement agencies close for a full day or half day for public holidays, Students will need to make up these hours up at a later time during their placement. Students are entitled to 3 single (i.e. not consecutive) sick days without a medical certificate over the course of a placement. Students must produce a medical certificate for any consecutive sick days or for any single sick days taken after a total of 3 single days for the duration of the placement has been reached.

Students are required to keep an accurate record of their placement hours and to ensure that they have evidence of completion of their placement hours. Students should use the VU Placement Timesheet to record their placement hours, unless a Placement Agency specifically requests them to use an agency timesheet instead. Students must ensure that their placement timesheet is signed off by their Field Educator at each supervision session or by their Task Supervisor (by negotiation).

Placement attendance arrangements:

Placement commencement date: / / Anticipated completion date: / /
 Semester attendance days: M / T / W / T / F / S / S Non-semester attendance days: M / T / W / T / F / S / S
 Usual daily working hours (e.g. 9am – 5pm) _____ Expected after-hours work? Y / N

Student attendance record: Agency time sheet / VU Placement Timesheet

Other attendance arrangements (e.g. how to notify if unable to attend, time-in-lieu arrangements, etc.): _____

Contact person for Student absence notification: _____

5. OCCUPATIONAL HEALTH AND SAFETY (OHS) REQUIREMENTS

It is the responsibility of the Placement Agency to make the Student aware of the relevant Occupational Health and Safety (OHS) policies and procedures of the agency. It is expected that this information will be made available at the commencement of a placement. A Student should request the information if it has not been provided within the first two weeks. An OHS Checklist is provided in the [VU Social Work Field Education Manual](#) for any Placement Agency requiring one. Completion of OHS requirements is monitored by the University Liaison Person as part of the initial placement contact and visit (see Section 6).

6. SUPERVISION AND SUPPORT REQUIREMENTS

The AASW requires that all social work Students on field placements are supervised by a qualified social work Field Educator; a Social Worker who is eligible for AASW membership and has practised social work for a minimum of two years. The social work Field Educator is responsible for the educational guidance of the Student and must be able to provide professional supervision to a Student for no less than 1.5 hours for every 35 hours (5 days) of placement, (i.e. generally one supervision session each fortnight if a Student is attending a placement 3 or 4 days per week). Social work field placements are usually offered in agencies that employ qualified social workers and where supervision can be provided by experienced, on-site Field Educators. However, where a suitably qualified staff member is not available within an agency, an external Field Educator may be appointed by the University to provide the required professional supervision instead. In these instances, the Placement Agency will provide a Task Supervisor to provide the day-to-day supervision for the Student on placement and to work in consultation with the external Field Educator.

Placement supervision arrangements:

Supervision model: Agency-based / External

Please provide details of the Field Educator (if supervision is external and details are not yet known; leave blank and the Field Education Coordinator will complete once a sessional staff member has been appointed to this role):

Field Educator full name _____

Phone _____ Mobile / Cell _____

Email _____

Social work qualifications, including year of attainment and educational institution (e.g. BSW (VU), 1999) _____

Confirmed two years' post-qualifying social work practice experience? Y / N Eligible for AASW membership? Y / N

Job title _____

Please provide details of the Task Supervisor (applies to external supervision model only):

Task Supervisor full name _____

Phone _____ Mobile / Cell _____

Email _____

Social Worker? Y / N Eligible for AASW membership? Y / N

Social work qualifications, including year of attainment and educational institution (e.g. BSW (VU), 1999) _____

Job title _____

University Liaison Person

All VU Social Work field placements are overseen by a University Liaison Person, who is either a staff member of the Social Work Unit or a social worker with a minimum of five years' post-qualifying practice experience, contracted by the University. The University Liaison Person's role is to be the human link between the University and the Student, Field Educator and Task Supervisor (if applicable). University Liaison Persons are required to: monitor and evaluate the placement and the Student's performance on placement; provide educational consultation; and mediate conflicts and solve problems. They provide a minimum of three main contacts with the agency and Student during a placement, the first of which occurs in person at the Placement Agency. In addition, the University Liaison Person will email the Student, Field Educator and Task Supervisor (if applicable) separately between these main contacts to monitor progress, request feedback and offer support. More contacts are possible if issues arise during the placement, and the Student or the Field Educator request them. It is expected that the Student, Field Educator and Task Supervisor (if applicable) will be available for the liaison contacts.

Summary of University liaison contacts and placement support

No.	Type	Timing	Focus	Present
1	In person	Around 105 hrs (15 days)	Ensure placement arrangements are still suitable and that an OHS safety audit has been completed (use OHS Checklist to complete one if required) Clarify placement expectations Ensure appropriate, achievable and clear student Learning Plan and goals (SMART) Ensure arrangements in place for Field Educator to observe student interaction with clients and staff Provide educational support to student, Field Educator or Task Supervisor, if required Set date for mid-placement review	Student Field Educator Task Supervisor (if applicable)
2	Email	Mid-way between first and third contact	Monitor progress, request feedback and offer support	Separate email to: Student Field Educator Task Supervisor (if applicable)
3	Phone	Around 250 hrs (36 days)	Review student progress to date as per the Learning Plan and Mid-placement Report Establish that student performance on track for successful completion of placement Ensure clear requirements for successful placement completion – alert University of any concerns Ensure Field Educator has observed student in practice or date has been set for this to occur as soon as possible Engage in collaborative problem-solving, as required Ensure accurate record of placement hours Set date for final placement review	Student Field Educator Task Supervisor (if applicable)

4	Email	Mid-way between third and fifth contact	Monitor progress, request feedback and offer support	Separate email to: Student Field Educator Task Supervisor (if applicable)
5	Phone	Around 420 hrs (60 days)	Review student progress as per the Learning Plan and Final Report Ensure clear requirements for successful placement completion and for finishing well Ensure accurate record of placement hours Complete and email University Liaison Person's Report as required – as soon as possible after contact	Student Field Educator Task Supervisor (if applicable)

7. OTHER AGENCY AND STUDENT REQUIREMENTS

The following table provides a list of questions that should be addressed as part of the pre-placement interview, in addition to a general discussion about Student and agency expectations for the proposed placement. Please discuss these questions and record the responses in the space provided next to each question in the table.

Questions	Response
What are the main learning opportunities and tasks that will be available to the Student on placement?	
Does the agency have particular policies about dress and presentation?	
What facilities or resources are available or required for the Student to use (e.g. room, desk, telephone, vehicle, etc.)?	
Are there particular policies related to reimbursement for work-related expenses, client brokerage or the use of a personal vehicle for work purposes that the Student should be aware of?	
Are there any safety procedures or requirements particular to this placement (e.g. home visits in pairs, code words, after-hour access issues, etc.)?	
Is there any potential or actual conflict of interest for the Student or the agency that may arise during the placement?	
Does the Student have any other particular needs or concerns that the agency should be aware of (e.g. health or disability)?	
Does the agency have any other particular needs or concerns that the Student should be aware of (e.g. significant restructure)?	

8. PLACEMENT OFFER

No placement should commence until the WIL-PAF has been received by a Field Education Coordinator and the placement is confirmed by email to all relevant parties. Any placement days undertaken prior to receiving the WIL-PAF and confirmation email may not be recognised. If the placement offer is withdrawn by the Placement Agency or rejected by the Student; the Field Education Coordinator will contact the Student and Placement Agency for feedback. If the placement offer has been withdrawn or rejected; Part 2 of this document does not need to be completed.

Status of placement offer (please circle): confirmed by all parties / withdrawn by agency / rejected by Student

9. NOTIFICATION OF VARIATIONS TO PLACEMENT ARRANGEMENTS

In some cases, the Student or the Placement Agency may need to make changes to the information or placement arrangements recorded on the WIL-PAF, after it has already been signed, submitted and approved. For example, placement attendance days may need to be changed; a different social work Field Educator or Task Supervisor may need to be allocated; Student contact details may have changed; or placement documents that were unavailable at the pre-placement interview may have been sighted and verified. It is understood that change is a regular feature of work in health and human services.

Notification procedure:

The Student must send an email to sw.placements@vu.edu.au that provides details of any changes to the information contained on the WIL-PAF, as soon as the Student becomes aware of the changes. The email should be copied to the Student's Field Educator, Task Supervisor (if relevant), and University Liaison Person. This is to ensure that the University's information is current for insurance, safety, administrative and accreditation purposes.

PART 2: WORK INTEGRATED LEARNING / FIELD PLACEMENT AGREEMENT

This agreement sets out the terms on which Victoria University, the Student and the Placement Agency will interact for the purposes of the Student undertaking work integrated learning activities as part of their Social Work field placement described below:

1. Particulars of this work integrated learning / field placement arrangement are, as follows:

*Student full name:		
*Placement Agency (name; suburb and state):		
Date/s of placement activity:	Start date: / /	Anticipated completion date: / /
Timesheet:	Provided by the agency? Y / N	Provided by the University? Y / N
Standard work day:	Start time:	Finish time:
Learning goals and tasks to be undertaken by the Student and expected outcomes	<i>To be developed by the Student in collaboration with the Field Educator and (where applicable) the Task Supervisor and subject to the approval of the University Liaison Person within the first 2-3 weeks of the placement commencement date. This information is documented in the Student's Learning Plan. Full details are set out in the VU Social Work Field Education Manual.</i>	
Placement schedule and supervision requirements	<i>Details set out in item 6 of Part 1 of this document.</i>	

** Further details are set out in items 1 and 2 of Part 1 of this document.*

2. The Student must:

- a. undertake all tasks required by them under the particulars in clause 1 (above) to achieve the learning goals and expected outcomes (as specified in this agreement and the Student's Learning Plan);
- b. behave in a professional manner. This includes being punctual when attending the Placement Agency (if and as required), behaving professionally, dressing appropriately, and not disclosing any confidential information of the Placement Agency, and complying with its information privacy policies;
- c. if working with the Placement Agency's Information and Communications Technology (ICT) systems, or producing software which may be introduced to the Placement Agency's ICT system, not deliberately introduce (and take all reasonable precautions to prevent the introduction of) any virus or other malware into the Placement Agency's ICT systems;
- d. maintain communication with the University and the Placement Agency's representative or workplace supervisor(s) necessary for the attainment of the learning goals and expected outcomes;
- e. comply with the statutes, policies and procedures of the University (including, without limitation, the procedures relating to occupational health and safety, equal opportunity and the Student Charter);

- f. if working at the premises of the Placement Agency, comply with the policies, procedures, directions and requirements of the Placement Agency (including, without limitation, those relating to occupational health and safety and equal opportunity);
 - g. if working at the premises of the Placement Agency, advise the Placement Agency if he or she suffers from any condition or disability that may impact on a safe environment and/or the health and welfare of others;
 - h. if working at the premises of the Placement Agency, immediately advise the Placement Agency and the University if any issue or concern arises in the workplace or if any accident or incident occurs;
 - i. if working at the premises of the Placement Agency, inform the person listed in Item 4 of Part 1 of this document as "Contact for Student Absence Notification" in advance of any absence;
 - j. if working as, or in a situation analogous to, an employee of the Placement Agency, agree to assign all intellectual property which the Student creates during his or her work which is performed as part of the Placement Agency's ordinary business activities to the Placement Agency; and
 - k. at the completion of the activity return to the Placement Agency all its property or equipment including security cards, computer disks, documents and records and all copies of such material in the possession or control of the Student.
3. The Placement Agency must:
- a. undertake all tasks required by them under the particulars in Part 1 of this document to achieve the learning goals and expected outcomes (as specified in this agreement and the Student's Learning Plan);
 - b. read and comply with the information provided by the University outlining administrative and academic information relating to the learning in the workplace activity and the process for reporting incidents;
 - c. make its representative available for the duration of the project (such that this person is available for meetings as needed and will respond to Student enquiries in a timely manner) and, if a Student is working at the premises of the Placement Agency, provide proper supervision of the Student by a suitably trained supervisor. The Placement Agency must provide a replacement representative when the designated representative becomes unavailable and notify the Student and the University of this replacement;
 - d. in all dealings with a Student, comply with, and ensure that its personnel comply with all relevant Commonwealth and State legislation, regulations, rules, codes of practice and Australian Standards, including, without limitation those relating to occupational health and safety to ensure that the Student is not exposed to any uncontrollable or inadequately controlled hazards or risks
 - e. immediately advise the University if any issues or concerns arise in relation to Student including any accident or incident that occurs in the workplace;
 - f. provide opportunities for the Student to meet the learning objectives of their work integrated learning experience / field placement and provide constructive and supportive performance feedback throughout the experience;
 - g. if a Student is working at the premises of the Placement Agency, provide an appropriate orientation to the Placement Agency, its work culture, policies and procedures, and provide any training necessary to undertake the assigned tasks, including but not limited to the OHS induction as specified in item 5 of Part 1 of this document;
 - h. if a Student is working at the premises of the Placement Agency, provide and maintain a safe workplace environment, free from discrimination/harassment, with appropriate occupational health & safety and equal opportunity safeguards in place; and

- i. if a Student is working at the premises of the Placement Agency, allow visits by the University to monitor and assess the Student's progress.
4. The University must:
 - a. undertake all tasks required by them under the particulars in Part 1 of this document to achieve the learning goals and expected outcomes (as specified in this agreement and the Student's Learning Plan);
 - b. ensure the tasks and activities which are proposed to be undertaken by the Student are relevant, appropriate and consistent with the maturity, academic background and year level of the Student;
 - c. use best endeavours to ensure there are opportunities for the Student to meet the learning objectives of the workplace experience;
 - d. monitor and assess the Student's progress;
 - e. provide constructive and supportive feedback to the Student;
 - f. liaise with the Placement Agency's representative or workplace supervisor responsible for the Student if any issues arise and more generally to further the project; and
 - g. act promptly to address any concerns about the safety and suitability of the workplace and well-being of the Student.
5. Nothing in this agreement will affect the ownership of any intellectual property which is owned by the Placement Agency, the Student or the University before the date of this agreement.

The intellectual property created by the Student in the course of their performing the tasks and achieving the learning goals and expected outcomes (as specified in this agreement) will vest in the Students (Project Material).

The Placement Agency grants a royalty-free license to the Student to use, reproduce and modify such of its intellectual property (or a sub-licence of any third party intellectual property) that it makes available to the Student in the course of this project for the purpose of the Student:

- undertaking the tasks and achieving the learning goals and expected outcomes (as specified in this agreement);
- undertaking all courses and assessments at the University for which such rights are necessary; and
- preparing and publishing books, articles or other written scholarly literary works (subject always to the Student's obligations of confidence).

The Student grants a royalty-free licence to the Placement Agency to use, reproduce and modify their intellectual property in the Project Materials, such that the Placement Agency may implement the project outcomes within its (or a related company's) business if it so chooses. Any use of the Project Material beyond the scope of this license must be the subject of another agreement.

The Student grants a perpetual, royalty-free license to the University to use, reproduce and modify the Project Material and the Placement Agency grants to the University a perpetual, royalty-free license of such of its intellectual property (or a sub-licence of any third party intellectual property) that is included in the Project Material for the University's internal purposes (including teaching), and preparing and publishing books, articles or other written scholarly literary works.

6. Dissatisfaction Process

- a. Any placement must not be discontinued without discussion with all parties, unless there is an occupational health and safety risk.
- b. Any issues encountered during a placement should be raised with the party concerned in the work environment. If the issue cannot be resolved it must be raised with the University, who will liaise with the parties in order to find a solution.
- c. All discussions are to be in good faith, bearing in mind that learning in the workplace arrangements are critical to the Student successfully completing the requirements of their course.

7. This agreement may be terminated at any time by the University or the Placement Agency on the provision of 2 weeks' written notice to the other parties.

8. This agreement may be varied by written agreement between the parties and the placement details changed in accordance with Part 1, Section 9 of this document.

SIGNED for and on behalf of the UNIVERSITY	Name:
	Title:
Date: / /	Signature:
SIGNED for and on behalf of the PLACEMENT AGENCY	Name:
	Title:
Date: / /	Signature:
SIGNED by the STUDENT	Name:
Date: / /	Signature:

SUBMIT THIS DOCUMENT

Please ensure all sections of this document have been completed and signed as required before submitting it to the Field Education Coordinators by email (preferred), or in person, as follows:

Submit this form in person to:	Scan and email this form to:	Contact VU Social Work Field Education:
Field Education Coordinators	sw.placements@vu.edu.au	Phone +61 3 9919 9541
Social Work Unit		Email sw.placements@vu.edu.au
Building G, Room 350		Web www.vu.edu.au
Footscray Park Campus		
Melbourne, Victoria Australia		

Privacy information

We collect and protect your personal information in accordance with our university Privacy Policy (www.vu.edu.au/privacy).