

Placement Agreement Form (PAF)

This form must be completed by a student at the pre-placement interview with the placement agency and returned to the Field Education Coordinators **before** the student may commence the placement. The PAF ensures that a student is covered by insurance and that the proposed placement arrangements meet required Social Work Field Education standards. For further information about the Victoria University (VU) and Australian Association of Social Workers' (AASW) requirements for student placements, please refer to the [VU Field Education Manual](#) or email the Field Education Coordinators at sw.placements@vu.edu.au. Once the signed PAF has been received and approved by a Field Education Coordinator; a confirmation email will be issued to the student and placement agency supervisor, advising that the placement can commence and providing details of the allocated University Liaison Person and External Field Educator (if applicable). The student will then have access and is required to enter their placement details on the online VU Professional Placement Portal at: <https://ssp-placements.vu.edu.au/>

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 Education 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.

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. It is important to note that no leave of any kind may be counted towards the required 500 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 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.

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.): _____

5. SUPERVISION 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 _____

6. OCCUPATIONAL HEALTH AND SAFETY (OHS) REQUIREMENTS

It is the responsibility of the agency supervisor (Field Educator or Task Supervisor) or manager 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 within the first two weeks of placement. A student should request the information if it has not been provided by this time. An OHS Checklist is provided in the [VU Social Work Field Education Manual](#) for any placement agency requiring one.

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 PAF has been received by a Field Education Coordinator and the placement approval is confirmed by email to all relevant parties. Any placement days undertaken prior to receiving the PAF and approval may not be recognised. If the placement offer is withdrawn or rejected, a Field Education Coordinator will contact the student and placement agency for feedback.

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

Student:

Signature _____ Date: / /

Agency-based Field Educator / Task Supervisor (please circle):

Signature _____ Date: / /

Agency manager / supervisor (if required by the agency):

Signature _____

Date: / /

9. CHANGES TO PLACEMENT ARRANGEMENTS AFTER FORM SUBMISSION

In some cases, the student or the placement agency may need to make changes to the information or placement arrangements recorded on the Placement Agreement Form (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. The student must email their allocated University Liaison Person and the Field Education Coordinators to inform them of any changes to the information contained on the PAF, as soon as the student becomes aware of the changes. It is important that the University is aware of any changes to placement arrangements and related information, as there may be implications for insurance and compliance with professional social work accreditation requirements.

10. SUBMIT THIS FORM

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

Submit this form in person to:	Scan and email this form to:	Contact VU Social Work Field Education:	
Vaska Dervisovski / Lesley Ervin	sw.placements@vu.edu.au	Phone	+61 3 9919 9541
Field Education Coordinators		Email	sw.placements@vu.edu.au
Building E, Room 308		Web	www.vu.edu.au
Footscray Park Campus			
Melbourne, Victoria Australia			

Notification of changes in arrangements:

It is understood that change is a regular feature of work in health and human services. To ensure that our information is current for insurance, safety and administrative purposes, please advise the University Liaison Person and the Field Education Coordinators as soon as there is any change to the information contained on this form (see section 9).

Privacy information

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

11. CONFIRMATION OF PLACEMENT

This section is to be completed by a Field Education Coordinator when a placement offer has been made by an agency and accepted by a student. A placement may not commence until this section (11) of the form has been completed by a Field Education Coordinator and returned by email to all relevant parties.

Note: If an External Field Educator is required, the Field Education Coordinators will appoint a suitably qualified and experienced sessional staff member to this role and complete the relevant contact details in Section 5 of this form.

All Social Work field placements at Victoria University 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, at least one of which is face-to-face. In addition, the University Liaison Person will email the student and Field Educator 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.

University Liaison Person details:

Liaison Person full name _____

Phone _____ Mobile / Cell _____

Email _____

Field Education Coordinator approval:

Full name _____

Signature _____ Date: / /

Comments _____