

SA.34 BACHELOR OF SOCIAL WORK FIELDWORK PLACEMENT POLICY

APPROVED BY	ACADEMIC BOARD	VERSION	2017-V1
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PURPOSE	This policy prescribes the requirements for fieldwork placement for Bachelor of Social Work students.		

1 PURPOSE

The overarching purpose of fieldwork is for students to take the opportunity to apply their knowledge, values and skills developed in course work to a variety of practice settings, to broaden their understanding of social service roles and contexts, to reflect on their learning, and to develop their personal and professional practice. This policy prescribes the requirements for fieldwork placement. Fieldwork placements should be approved only if they offer a reasonable likelihood of these purposes being fulfilled.

2 POLICY

2.1 FIELDWORK PLACEMENT REQUIREMENTS

- Bachelor of Social Work degree students will undertake a minimum of 120 days supervised fieldwork practice by the completion of their qualification.
- There will be two fieldwork placements; 30 days in year three and 90 days in year four of the social work programme.
- The two fieldwork placements should occur in two differently structured settings, preferably in different organisations to ensure that students are exposed to at least two potential fields of practice.
- Credit transfer for fieldwork placement undertaken in a recognised social work qualification in Aotearoa New Zealand may be considered in Year 3 (for the 30 day fieldwork placement in PIP1 2: Professional Considerations for Practice), but is not permitted for the final year fieldwork placement.
- Recognition of prior learning will not be approved for fieldwork placement.

2.2 FIELDWORK PLACEMENT COMPLETION/DEFERRAL

The following provides the guidelines for all processes related to course completion and deferral:

- If the fieldwork placement assessment is completed prior to the end of the period of enrolment for that fieldwork placement the grade is presented to the next Board of Examiners.
- In Progress** / In the event of the fieldwork placement **not** being completed because of insufficient days or because of timing of the fieldwork placement assessment, the grade will be noted as IP ("In Progress") at the end of semester Board of Examiners. The fieldwork placement must then be completed prior to the follow-up Board of Examiners. The completion date is to be agreed between the Fieldwork Coordinator, student and the Fieldwork Educator.
- Did Not Complete** / In the event of the fieldwork placement **not** being completed by the follow-up Board of Examiners at the end of January because of insufficient days or because of timing of the fieldwork placement assessment, the grade will be noted as DNC ("Did Not Complete")

and the following re-enrolment direction will be noted (see Policy A. 10 Board of Examiners Processes & Grade Finalisation): No-fee Re-enrolment

- d) Following the second enrolment period for that fieldwork placement the student must reenrol and pay an administration fee. The student then has that ONE further enrolment period in which to complete their fieldwork placement.
- e) **Did Not Complete after second re-enrolment period** / If the fieldwork placement is STILL incomplete after the second re-enrolment period, a DNC (Did Not Complete) grade will be recorded at the Board of Examiners. A formal studentship review meeting will be called with the student, Fieldwork Placement Coordinator and Programme Coordinator to review reasons for non-completion. At the discretion of the Fieldwork Placement Coordinator and Programme Coordinator the student may re-enrol in the fieldwork placement but will be required to pay full reenrollment fees.

2.2.1 Recognition of satisfactory completion of fieldwork placement

Recognition that satisfactory completion of the fieldwork placement has been undertaken occurs when:

- a) The required number of fieldwork placement days has been completed.
- b) The student has met the learning intentions with associated assessment tasks.
- c) The assessment documentation received has been awarded a minimum of a satisfactory grade.
- d) The student has met the requirements for social work supervision in fieldwork placement.
- e) The student has attended, participated in and met the requirements for the course learning.

2.3 FIELDWORK PLACEMENT IN PLACE OF EMPLOYMENT

2.3.1 Student may only undertake one fieldwork placement in place of employment

- a) Consistent with Social Workers Registration Board policy, a student may only undertake one fieldwork placement in their place of work. The total number of fieldwork placement days that a student may complete in their place of work may not exceed 60 days.

2.3.2 Student already employed in social work setting

If a student is already in an employed social work setting prior to study, or gains such employment prior to reselection into Year 3 of study, this in-work fieldwork placement must be undertaken in their 30 day fieldwork placement as part of PIPI 2: Professional Considerations for Practice.

2.3.2.1 Requirements

Such a fieldwork placement in their place of employment must have:

- a) A component or project that provides a significantly different social work experience to their normal employment opportunities;
- b) Learning goals related to the integration of new skills and knowledge; and
- c) A fieldwork placement supervisor who is not the student's employment manager or person responsible for their performance appraisal.

2.3.3 Students who complete PIPI 2 then gain employment in social work setting

Students who have completed PIPI 2 and then gain employment in a social work setting may not use this employment setting for their PIPI 3 fieldwork placement.

2.3.4 Students not already employed in social work setting

Students who are not already in an employed social work setting prior to their last fieldwork placement may gain employment during their 90 day fieldwork placement as part of PIPI 3: Research and Praxis; but such employment cannot commence until they have completed at least 30 days of this fieldwork placement. If employment becomes a possibility for a student they must in the first instance consult with the BTI Fieldwork Placement Coordinator.

2.4 FIELDWORK PLACEMENT APPROVAL AND CONFIRMATION

- a) The student is to complete all of the required pre-fieldwork placement forms to enable the BTI Fieldwork Placement Coordinator to approve fieldwork placements.
- b) The BTI Fieldwork Placement Coordinator is to confirm Fieldwork Educators and Fieldwork Supervisors (where necessary) prior to the student beginning fieldwork placement.
- c) Once a fieldwork placement agency accepts a BTI social work student for fieldwork placement, BTI will require the agency and student to complete the "Social Work Fieldwork Placement Contract." This becomes the tripartite agreement between the student, fieldwork placement agency and BTI (signed by the Fieldwork Placement Coordinator or nominated staff member). This agreement should be confirmed prior to fieldwork placement commencing or within the first week of fieldwork placement.
- d) It is the BTI Fieldwork Placement Coordinator's role is to ensure all fieldwork placements meet programme and professional requirements and as such, this person has the final approval for potential fieldwork placements. Any decision for fieldwork placement disapproval is at the discretion of the BTI Fieldwork Placement Coordinator in discussion with the Social Work Team.

2.5 SUPERVISION

- a) All social work students are to maintain supervision at least weekly throughout each fieldwork placement at a ratio of one hour supervision to five days' practice.
- b) All fieldwork placements must have supervision provided by fully registered social worker with an annual practicing certificate. Fully registered social worker with an annual practicing certificate from BTI may provide supervision if necessary, however the BTI Fieldwork Placement Coordinator cannot provide supervision to students on fieldwork placement due to a conflict of roles.
- c) At least one fieldwork placement will be supervised on site by a fully registered social worker.
- d) Supervision is normally to be conducted face to face. If this is not practicable, then skype or phone supervision is allowable.

2.6 TIMING OF FIELDWORK PLACEMENT

In the Bachelor of Social Work programme, fieldwork placement is intended for completion during the academic year. There are set timeframes during semester periods where students must complete the required number of fieldwork placement days.

2.7 STUDENT CONDUCT

- a) Student conduct, dress, presentation and work in the fieldwork placement agency are to be professional and consistent with the requirements of the agency and BTI.
- b) Fieldwork placement agencies and organisations may stipulate their own dress code in which case students will need to follow those guidelines.
- c) At all times students should adhere to the Social Workers Registration Board Code of Conduct and the Aotearoa New Zealand Association of Social Workers Code of Ethics. These guidelines and standards of practice are provided throughout the social work programme prior to fieldwork placement.

2.8 FIELDWORK PLACEMENT MISCELLANEOUS

2.8.1 Fieldwork Placement Day

A fieldwork placement day is usually counted as 7.5 hours. Where students are required to work evenings, weekends, public holidays or some other variation then the Fieldwork Educator will ensure that the student has appropriate work conditions and good health and safety arrangements in place. Students cannot work more than 5 days in fieldwork placement per 7 day period. It is therefore the students' responsibility to inform the Fieldwork Educator of any variation to a normal working day, as soon as practicable.

2.8.2 Absence from fieldwork placement

Absence from fieldwork placement related to sickness, bereavement, and public holidays should always be discussed with the Fieldwork Educator.

- a) Absence from fieldwork placement is acceptable for sickness, bereavement and public holidays, for up to 5 days during the 90 day fieldwork placement, and 2 days during the 30 day fieldwork placement. Any absence extending over these days must be "made up" by the student during the fieldwork placement period and in discussion with the Fieldwork Educator.
- b) If the student is absent for more than 3 days related to sickness or bereavement they must provide relevant documentation for proof of absence to the Fieldwork Educator. A copy of this must be attached to the "Fieldwork Placement Day Log" and be submitted as a part of the Fieldwork Placement Portfolio. For example, a doctors certificate for illness or injury which impacts on the students' ability to attend fieldwork placement or perform fieldwork placement responsibilities.
- c) All absence from fieldwork placement must be recorded by the student within the "Fieldwork Placement Day Log" and signed off by the Fieldwork Educator.

2.9 GRIEVANCE PROCEDURES

The following procedures are provided for all grievance issues;

- a) If a student has a concern in their fieldwork placement or with their supervision, they should talk first to the Fieldwork Educator or Fieldwork Supervisor concerned and then to the BTI Fieldwork Placement Coordinator if necessary.
- b) If a Fieldwork Educator or Fieldwork Supervisor has concerns about a student they should in most cases first raise the concern with the student and then with the BTI Fieldwork Placement Coordinator if necessary.
- c) Concerns about the BTI programme, documentation or processes should be raised first with the BTI Fieldwork Placement Coordinator and then with the Social Work Programme Coordinator if necessary.
- d) Complaints regarding the handling of any concern should be presented in writing and forwarded to the Social Work Programme Coordinator in the first instance, thereafter to the BTI Strategic Leadership Team.
- e) Campus indemnity insurance covers students and staff for their work in approved fieldwork placement settings.