

<b>Policy Number:</b>	<b>SA.34</b>	<b>Version Number:</b>	<b>2014 v.1</b>
<b>Policy Name:</b>	<b>Bachelor of Social Work Fieldwork Placement Policy</b>		
<b>Approved by:</b>	<b>Academic Board</b>		
<b>Last Reviewed:</b>	<b>2014</b>	<b>Review Period:</b>	<b>3 years</b>

### **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 minimum requirements for fieldwork placement. However, fieldwork placements should be approved only if they offer a reasonable likelihood of these purposes being fulfilled.

### **Policy**

#### **Fieldwork Requirements:**

1. Bachelor of Social Work degree students will undertake a minimum of 120 days supervised fieldwork practice by completion of their qualification in a minimum of two different organisational settings, and be exposed to at least two different fields of practice.
2. Credit transfer for placement undertaken in a recognised social work qualification in Aotearoa New Zealand may be considered in Year 3 (for the 30 day placement in PIPI 2: Professional Considerations for Practice), but is not permitted for the final year placement. Students can undertake their 90 day placement as part of PIPI 3: Research and Praxis in their place of work. BTI will generally not give credit/RPL for previous fieldwork placements in their place of employment.

#### **Fieldwork Placement in place of employment:**

3. Consistent with Social Work Registration Board policy, a student may only undertake one placement in their place of work. In this programme, this in-work placement will normally be in their 90 day placement as part of PIPI 3: Research and Praxis.

Such a placement 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 placement supervisor who is not the student's employment manager or person responsible for their performance appraisal.

#### **Fieldwork Placement approval:**

4. The student is to complete the required forms to enable BTI to approve fieldwork placements and the BTI Fieldwork Placement Coordinator is to appoint Fieldwork Educators and Fieldwork Supervisors (where necessary) prior to the student beginning fieldwork practice.

5. The BTI Fieldwork Placement Coordinator ensures all placements meet the course requirements and has the final approval for potential placements.

**Supervision:**

6. All social work students are to maintain supervision at least fortnightly throughout each fieldwork placement at a ratio of one hour supervision to five days practice.
7. Supervision is normally to be conducted face to face.

**Course completion:**

8. Recognition that satisfactory completion of the fieldwork placement has been undertaken occurs when:
  - a. The required number of 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 placement.
  - e. The student has attended, participated in and met the requirements for the course learning.

**Timing of Placement:**

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

**Student Conduct:**

10. Student conduct, dress, presentation and work in their placement agency is to be professional and consistent with the requirements of the agency.

**Grievance Procedures:**

11. 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 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 Placement Coordinator if necessary.
  - c. Concerns about the BTI programme, documentation or processes should be raised first with the BTI Placement Coordinator and then the Social Work Programme Coordinator if necessary.
  - d. Complaints regarding the handling of any concern should be taken up with the Associate Dean of Counselling and Social Work Education in the first instance, thereafter the BTI Strategic Leadership Team.
  - e. Campus indemnity insurance covers students and staff for their work in approved fieldwork placement settings.