

<b>SA.34 BACHELOR OF SOCIAL WORK FIELDWORK PLACEMENT POLICY</b>			
<b>APPROVED BY</b>	<b>ACADEMIC BOARD</b>	<b>VERSION</b>	2020
<b>REVIEW STAKEHOLDERS</b>	▪ CEO AND DEAN	Last reviewed	2017
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	▪ HEADS OF SCHOOL	Review period	3 YEARS
	▪ PROFESSIONAL LEADS ~ SOCIAL WORK	Next review	2023
<b>PURPOSE</b>	The overarching purpose of field education is for students to learn about social work through engaging in supervised practice. It also provides the opportunity for students 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 field education placement. Fieldwork placements are approved only if they offer a reasonable likelihood of these purposes being fulfilled.		

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## **POLICY**

### **FIELD EDUCATION 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 field education placements; fifty (50) days in year three and seventy (70) days in year four of the social work programme.
- The two field education 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 field education placement undertaken in a recognised social work qualification in Aotearoa New Zealand may be considered in Year 3 (for the fifty (50) day field education placement in PIPI 2: Professional Considerations for Practice), but is not permitted for the final year field education placement.
- Recognition of prior learning will not be approved for field education placement.

## FIELD EDUCATION PLACEMENT COMPLETION/DEFERRAL

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

If the field education placement assessment is completed prior to the end of the period of enrolment for that field education placement the grade is presented to the next Board of Examiners.

***In Progress*** / In the event of the field education placement **not** being completed because of insufficient days or because of timing of the field education placement assessment, the grade may be noted as IP ('In Progress') at the end of semester Board of Examiners. The field education placement must then be completed prior to the follow-up Board of Examiners. The completion date is to be agreed between the Field education Coordinator, student and the Field education Educator.

***Did Not Complete*** / In the event of the field education 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 field education 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 required.

Following the second enrolment period for that field education placement the student must re-enrol and pay an administration fee. The student then has that ONE further enrolment period (students are required to pass following their second attempt) in which to complete their field education placement.

***Did Not Complete after second re-enrolment period*** / If the field education placement is STILL incomplete after the second re-enrolment period, a DNC (Did Not Complete) grade will be recorded at Board of Examiners. A formal studentship review meeting will be called with the student, Field Education Placement Coordinator and Professional Lead (Social Work) to review reasons for non-completion. At the discretion of the Field education Placement Coordinator and Professional Lead (social work) the student may re-enrol in the field education placement but will be required to pay full re-enrolment fees.

## Recognition of satisfactory completion of field education placement

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

- The required number of field education placement days has been completed.
- The student has met the learning intentions with associated assessment tasks.
- The signed Field Educator report indicates a minimum of a satisfactory standard in all domains.
- The student has attended, participated in and met the requirements for the course learning.

## FIELD EDUCATION PLACEMENT IN PLACE OF EMPLOYMENT

### **Students may only undertake one field education placement in their place of employment**

Consistent with Social Workers Registration Board policy, a student may only undertake **one** field education placement in their place of work.

#### ***Requirements***

Such a Field Education placement in their place of employment must have:

- A component or project, representing at least 50% of the placement that provides a significantly different social work experience to their normal employment.
- Learning goals related to the integration of new skills and knowledge; and
- A Field Education placement supervisor who is not the student's employment manager or person responsible for their performance appraisal.

## FIELD EDUCATION PLACEMENT APPROVAL AND CONFIRMATION

- The student is to complete all of the required Field Education forms to enable the BTI Field Education Coordinator to negotiate suitable placements.
- The BTI Field Education Coordinator is to confirm Field Educators and Field Mentors (where necessary) prior to the student beginning placement.
- Once a field education placement agency accepts a BTI social work student for placement, BTI will require the agency and student to complete the 'Social Work Field Education Placement Contract'. This becomes the tripartite agreement between the student, field education placement agency and BTI (signed by the Field Education Coordinator or nominated staff member). This agreement should be confirmed prior to field education placement commencing or within the first week of placement.
- It is the BTI Field Education Placement Coordinator's role to ensure all placements meet programme and professional requirements and as such, this person has the final approval for potential placements. Any decisions related to approval for field education placements is at the discretion of the BTI Field Education Coordinator.

## FIELD EDUCATION SUPERVISION

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

## **TIMING OF FIELD EDUCATION PLACEMENT**

In the Bachelor of Social Work programme, field education placement is intended for field education to be completed during the academic year. There are set timeframes during semester periods where students must complete the required number of field education placement days. See Semester Timetable.

## **STUDENT CONDUCT**

- Student conduct, dress, presentation and work in the field education placement agency are to be professional and consistent with the requirements of the agency and BTI.
- Field education placement agencies may stipulate their own dress code in which case students will need to follow those guidelines.
- 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 field education placement.

## **FIELD EDUCATION PLACEMENT MISCELLANEOUS**

### **Field education Placement Day**

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

### **Absence from field education placement**

Absence from field education placement related to sickness, bereavement, and public holidays should always be discussed with the Field Educator.

- Absence from placement is acceptable for sickness (upon provision of a medical certificate to the Field Educator), bereavement and public holidays, within the policies of the field education placement agency. Any absence must be 'made up' by the student during the placement period and in discussion with the Field Educator.
- SWRB policy states that students must complete one hundred and twenty (120) days on placement over the BSW. No reduction can be allowed even for approved absences.

## **GRIEVANCE PROCEDURES**

The following procedures are provided for all grievance issues:

- If a student has a concern in their field education placement or with their supervision, they should talk first to the Field Educator or Field mentor concerned and then, if still concerned to the BTI Field Coordinator if necessary.
- If a Field Educator or Field education mentor has concerns about a student they should raise the concern with the student and then, if still concerned with the BTI Field Education Coordinator if necessary.
- The Field Education Coordinator will respond promptly to all concerns raised by students, field educators, or field mentors and will identify suitable processes to address the concerns.

- Students may be suspended from placement immediately if the Field Education Coordinator believes the student's behaviour or safety concerns warrant such action. A meeting between the student, Field Educator, Field Mentor (where appropriate) and Field Education Coordinator will be held as soon as practical following a decision to suspend a placement to determine what further action should be taken.
- Students may be withdrawn from placement if the Field Education Coordinator believes the student's behaviour or safety concerns warrant such action. No such decision will be taken without first holding a meeting between the student, Field Educator, Field Mentor (where appropriate) and Field Education Coordinator and following discussion with the Professional Lead Social Work (Students).
- Concerns about the BTI Social Work programme, documentation or processes should be raised first with the BTI Field education Coordinator and then with the Professional Lead Social Work (Students).
- Complaints regarding the process of any concern should be presented in writing and forwarded to the Head of the School, School of Social Practice in the first instance, thereafter to the BTI Executive Leadership Team.
- Campus indemnity insurance covers students and staff for their work in approved field education placement settings only.