Handbook
Bachelor of Social Work (Honours)
2024

Contents

Welcome from the Acting Head of Discipline

If you're reading this note, you are beginning your studies in social work at UQ in 2024 or you are returning to your study as an emerging social work professional. It is with great pleasure that I welcome you to this year at the School of Nursing, Midwifery and Social Work and hope that your learning experience with us is rich and rewarding.

Studying social work can be a transformative journey. It is a time for acquiring new intellectual and professional interests. We hope that your studies here will also give you an opportunity to learn more about yourself as a person and how your own lived experience informs your understanding of the world and how you relate to others. By studying here, we aim to give you a sense of the core values of the social work profession and the deep commitment our profession has to social justice for some of the most disadvantaged and marginalized people in our communities.

As an alumna of this school, I know that studying here can be the beginning of a lifelong connection with your student colleagues, the School and the wider UQ community. Studying social work is a collaborative effort. You will learn from and with fellow students, be guided by caring and experienced teaching staff and experience social work practice with the School's valued industry partners in organisations both within and outside the university. We hope that your time with our School will provide you with enduring friendships with fellow students and staff, and develop your personal and professional direction in life. In addition, the UQ St Lucia campus provides a beautiful setting in which you can enjoy the student life!

The social work program is offered within the School of Nursing, Midwifery and Social Work. Our social work staff have strong links with nursing, midwifery and counselling scholars and practitioners. We share many common fields of work including community health, acute care, mental health, ante-natal and postnatal care with vulnerable children and families. Many social work staff are also involved with collaborations across the university particularly with scholars in psychology, social science, law and rehabilitation sciences.

Our School is home to one of the most established and best-known social work programs in Australia. It was the first School of Social Work in Queensland and the Chamberlain building in which our staff have their offices is named after a renowned Queensland social worker Professor Emeritus Edna Chamberlain. We have many social work graduates from our school who were instrumental in starting up services and organisations in Queensland and elsewhere to assist vulnerable people.

We are proud of our achievements in teaching and in research leadership in social work. We are also fortunate to have continuing strong connections to practice organisations and industry partners. By joining the School, you are part of the continuation of social work education, research and practice in Australia and throughout the world. You play an important part in furthering our profession, and we hope you take full advantage of your learning opportunities here and share what you learn with others.

As you embark on this educational adventure in social work, remember to reach out to our wonderful teaching staff if you need to. I also encourage you to seek out opportunities outside the university which will help you develop the skills and knowledge for social work practice.

We look forward to supporting you every step of the way. It is a great pleasure as teachers to see our students achieve success and make a difference in the world.

Welcome to the program, the School and the NMSW community.

Dr Kathy Ellem
Acting Head of Discipline

Welcome from the Program Lead

Welcome to the Bachelor of Social Work (Honours) program in the School of Nursing, Midwifery and Social Work (NMSW). We hope that your four years of study with us will be exciting and fulfilling as you embark on a lifelong journey of intellectual growth and professional development.

The aim in the Bachelor of Social Work (Honours) program is to support and enable you to develop as an evidence-informed, compassionate and skilled social work practitioner who seeks to achieve social justice. In addition to engaging with core social work studies, you will have the opportunity to develop professional practice knowledge and research leadership in: working with children, young people and families; mental health; disability; and health and ageing. Your field education experiences will provide you with further opportunities to attain knowledge and develop skills, values and attitudes to consolidate, deepen and extend your learning within a range of practice settings.

As Program Lead, I am available throughout the year to assist with queries and discuss your progression in the program as well as future career plans. I hope that you will develop enduring friendships during your time in the program and benefit from the supportive and rich learning environment in the School of Nursing, Midwifery and Social Work, as well as enjoying and contributing to a vibrant UQ community. I look forward very much to meeting you.

Dr John Drayton
Program Lead
Bachelor of Social Work (Honours) Program

1. INTRODUCTION TO SOCIAL WORK

1.1 Purpose of the Handbook

For students enrolled in the Bachelor Social Work (Honours) program this handbook provides in one place:

- An orientation to the School and its structure and administrative arrangements
- A summary outline of the Bachelor of Social Work (Honours) curriculum
- Some suggested contact points for seeking further information and problem solving.

1.2 Further Information for Prospective Students

If you are interested in social work as a career, or you require further information about a possible enrolment in the Bachelor of Social Work (Honours), please refer to the School's website at: http://nmsw.uq.edu.au

For further enquiries please contact the School - Telephone 3365 2068 or email nmsw@uq.edu.au

2. THE SCHOOL OF NURSING, MIDWIFERY AND SOCIAL WORK

The mission of the School is to offer high quality teaching, research, practice, community service and scholarly analysis in health, social work, social policy, work in the community and human service practice and administration. The School's educational, research and service activities are distinguished and characterised by a commitment to social justice.

As part of the School, the social work discipline has four core areas of activity. These are professional education for social work and the human services, postgraduate education, research and scholarship, and community service. The School offers students the opportunity to pursue a program of study in a range of undergraduate and postgraduate programs.

The School highly values student participation in its activities. Opportunities for social work students' involvement include active class participation and involvement in the Social Work Student Association (SWSA).

2.1 School Location

The School is a member of the Faculty of Health and Behavioural Sciences and is located in the Chamberlain Building (Building 35), Campbell Road, St Lucia. The teaching and research functions of the School are undertaken by its academic staff with the support of tutorial, research, technical and administrative staff.

2.2 School Office

The School Administration Office is located on level three of the Chamberlain Building. Office hours are 9am – 5pm Monday to Friday. Doors to the building are open by Security at 7am and locked by Security around 10pm during teaching weeks.

2.3 School Address

The School of Nursing, Midwifery and Social Work
Level 3, Chamberlain Building
The University of Queensland
Brisbane QLD 4072
Phone: (07) 3365 2068
E-mail: nmsw@uq.edu.au

2.4 School Website

This site includes information on programs, courses, staff, and other resources such as field education. Most importantly there is a link for 'Current Students' which contains important information such as program planners, assessment details and policies, writing guides and forms. Please bookmark the School website on your computers, including the link to current students on your computers.
The address is: http://nmsw.uq.edu.au

2.5 Program Lead

The Program Lead is Dr John Drayton who can be contacted on (07) 3365 51841 or by email on j.drayton1@uq.edu.au

2.6 School Staff

The social work academic staff of the School of Nursing, Midwifery and Social Work can be found here - https://nmsw.uq.edu.au/our-people/academic

The Professional Staff of the School of Nursing, Midwifery and Social Work can be found here.
The Practice Education Team can be found here.

3. BACHELOR OF SOCIAL WORK (HONOURS) DEGREE

3.1 Social Work: Purpose and Approach

Social work is a profession which promotes human well-being and the redress of social exclusion, human suffering and injustice. It seeks to mobilise the forces of the individual, community and the State to address the processes by which individuals and groups are excluded, marginalized

or diminished in their capacity to participate as citizens. Social work maintains a particular concern for those who are most marginalized by social, economic or cultural processes or structures.

Social work seeks to achieve its mission through interventions that address the interface between people and their social context/social arrangements. The focus on the person-in-social arrangements is a distinguishing feature of social work and results in:

- A concern with the processes and structures by which individuals or groups within society, are excluded or marginalized, and human suffering induced and reproduced. This includes processes associated with factors such as age, class, gender, ethnicity, race, sexuality and location.

- A focus on the structures and processes through which the family, community and State understand or construct and respond to human need.

- The differential application of a range of intervention modalities (individual, family, group, community, advocacy, social policy, research) that seek to alleviate human suffering and redress exclusion and marginalization.

- An approach which is underpinned by a value stance and analysis which values a socially inclusive society, which recognises that individuals exist within a web of interconnected relationships, and thus seeks to foster respect for persons and responsibility for others.

3.2   Goal of Bachelor of Social Work (Honours) Program

The goal of the Bachelor of Social Work (Honours) degree is to develop graduates who are competent, effective, skilled, knowledge based, articulate, critically self-reflective, ethically aware and confident social work practitioners, committed to promoting human well-being and social inclusion and to redressing social exclusion and marginalisation, human suffering and injustice. To this end the BSocWk(Hons) program aims to facilitate students' development of the knowledge and understanding of the causes and consequences of social exclusion and marginalisation in contemporary society, and modes of intervention and provision necessary to redress social exclusion and marginalisation and associated human suffering.

3.3   Curriculum Themes

To achieve this goal the Bachelor of Social Work (Honours) curriculum engages with seven core themes:

- Locating human services in *the contemporary environment*
- Re-conceptualising *social work as a profession with permeable boundaries*
- *Promoting social inclusion and redressing marginalisation and exclusion*
- Providing *leadership*
- Engaging with *diversity and uncertainty*
- Taking an *international perspective*
- Focusing on *information technology*

These themes permeate the curriculum and explicitly distinguish The University of Queensland curriculum from other human service and social work programs. These themes are briefly summarised below.

1. ***Locating Human Services in the Contemporary Environment*** dictates a curriculum abreast with developments in the welfare state and human service provision. Currently this implies the new knowledge and skills directly associated with the competitive environment. Regardless of how extensive, wide ranging and lasting the efforts are to inject competitive pressures into the human services, the focus on accountability, effectiveness and outcomes will only increase. This means that social workers not only need to be competent practitioners, but that they need to be able to clearly identify, justify and articulate the content, purpose, rationale, cost and outcomes of particular interventions. Social workers need to be able to clearly articulate what constitutes best practice in response to the particular need, from the individual case to the programmatic level. The BSocWk(Hons) program facilitates the development of intervention skills, and the ability to name the knowledge and skills, and articulate where they are appropriately applied, as well as being able to clearly identify, justify and articulate the content, purpose, rationale, cost and outcomes of particular interventions.

2. ***Conceptualising Social Work as a Profession with Permeable Boundaries*** recognises the diverse nature of social work and builds on this diversity as strength - the capacity to analyse and intervene in a range of complex situations in different contexts. Social work is conceptualised as having a range of intervention modalities, which are adapted and applied in different contexts and fields. The curriculum seeks to facilitate not only the development of a range of intervention knowledge and skills by students, but the knowledge and skills necessary to learn to adapt and apply them in a range of contexts, and to work collaboratively with others. The practice contexts to which students are exposed and the knowledge acquired are not in themselves as important as the process knowledge of how to engage with and identify the prerequisite knowledge of new practice contexts and how to test and apply interventions in these new contexts.

3. ***Promoting Social Inclusion and Redressing Marginalisation and Exclusion*** restates social work's mission. The implementation/achievement of the mission by practitioners requires the development of the orientation, analysis, knowledge and skills necessary for social work practice.

4. ***Providing Leadership*** identifies an occupational position for social work in a labour market where it is only one of a number of players. A precondition to the achievement of leadership is that the program of professional education provides a strong intellectual and professional base in understanding the dimensions of social need and response, the professional knowledge and skills for effective action and the ability to articulate the rationale and content of the assessment and intervention. The curriculum explicitly addresses the nature and characteristics of leadership and the development and application of leadership skills in the human service and broader social contexts.

5. ***Engaging with Diversity and Uncertainty*** directs attention to the exploration and the appreciation of differences and similarities in people's and societies' experiences, needs and beliefs, and the implications of these for practice. It requires the analysis and location of self, profession, culture and society in relation to those similarities and differences. It draws attention to the voices that have been previously silenced and the processes by which that silence is produced and redressed.

6. ***Taking an International Perspective*** requires attention to the processes and consequences of globalization. It proposes that all aspects of the program seek to incorporate a comparative perspective.

7. ***Focusing on Information Technology*** means that the curriculum engages with major entities which are and will substantially affect the nature of practice and education.

3.4   Outcomes of the Bachelor of Social Work (Honours) Program

The Bachelor of Social Work (Honours) program actively promotes the attainment of the following attributes by our graduates:

In depth Knowledge of the Field of Study

1.1   A comprehensive and well-founded knowledge of the field of study
- Knowledge of theories, principles and processes of social work; established, emerging and potential fields of practice and modes of intervention.
- Knowledge of the relationships among different fields of practice and modes of social intervention.
- Knowledge of the scope and diversity of social work and social policy practice.
- Knowledge of the historical and contemporary circumstances of social work and the human services industry.
- Knowledge and critical understanding of the institutional and contextual responses to the promotion of well-being in Australian society policy.

1.2   An understanding of how other disciplines relate to the field of study
- An understanding that social work builds upon and applies foundational disciplinary knowledge in the social and behavioural sciences and humanities.
- Openness to emerging disciplinary knowledge and its relevance to social work.
- Knowledge about society and its institutions (sociology, political science, economics, history, philosophy and law).
- Knowledge about human functioning, human development and behaviour (developmental and social psychology).

1.3   An international perspective on the field of study
- Knowledge about developments in the global environment impacting upon wellbeing and on social work.
- Knowledge of international social work as a distinct mode of practice.
- Knowledge about the comparative role of social work in different welfare regimes.

Professional Practice

2.1   A capacity to purposefully apply the full range of professional skills in diverse and changing contexts
- Capacity to engage in effective practice at micro, meso and macro levels which includes assessment and intervention skills for work with individuals, groups, families, organisations, communities and other social systems.
- Capacity to engage in multiple modes of practice for example, policy practice, interpersonal and family work, research.
- Capacity to articulate rationales for practice in different contexts, drawing upon professional knowledge bases, theories and values.

2.2   Purposeful use of self in all aspects of professional practice
- Awareness of personal strengths and limitations.
- Cultural and social awareness of self.
- Capacity to employ strengths to achieve negotiated social work goals in different practice contexts.
- Awareness of and capacity to proactively use self as a change agent.

2.3 Professional practice processes
- Capacity to assess situations and select responses from a broad range of knowledge bases and skills.

2.4 Development of the skills of reflective practice
- Capacity to proactively engage in critical reflection and evaluation of practice.
- Commitment to continuing professional development and learning, including professional supervision.

2.5 Professional workplace skills
- An awareness of environmental demands of social work practice in its different contexts.
- Appropriate self-management and self-care skills.

Ethical and Social Understanding

3.1 An understanding of social and civic responsibility
- Commitment to engage in civil society as an active and responsible citizen.
- Active commitment to the promotion of societal wellbeing in Australia and elsewhere.

3.2 An appreciation of the philosophical and social contexts of a discipline
- An understanding of the historical development and potential futures for social work as an individual and collective activity.
- An active commitment to social justice.
- An understanding of social work as a profession, which values the worth of the individual as well as that of the collective.

3.3 A knowledge and respect of ethics and ethical standards in relation to professional practice
- Knowledge of the dimensions of social work as a practical-moral activity guided by ethical principles and constitutive of ethical practices.
- Capacity to recognise, think through and respond to ethical issues that arise in practice.
- Knowledge and application of the AASW Code of Ethics in the promotion of ethical practice in specific contexts.

3.4 A knowledge of other cultures and times and an appreciation of cultural diversity
- Awareness of the cultural relativities of social work and of one's own cultural identity. Capacity to respond to difference, e.g. those mediated by gender, class, ethnicity, age, different abilities.
- A comprehensive appreciation of and a capacity to respond to the special historical and contemporary circumstances of Indigenous Australians.

Effective Communication

4.1 The ability to collect, analyse and organize information and ideas, and to convey those ideas clearly and fluently in written and spoken forms
- The ability to proactively and purposefully engage with and use information and ideas in pursuing the goals of social work practice.

4.2 The ability to interact effectively with others in order to work towards a common outcome
- The ability to use effective verbal, non-verbal and written communication skills in the context of communication between people, groups, communities, organisations, and institutions using a range of communication modalities to achieve social work goals.

- The capacity to work collaboratively with others and to participate in multi-disciplinary teams.

4.3   The ability to select and use appropriate level, style and means of communication
- The ability to communicate effectively across difference, including the capacity to strategically adapt communication styles.

4.4   The ability to engage effectively and appropriately with information and communication technologies
- Familiarity with information and communication technologies.
- A capacity to engage with developments in information and communication technologies.
- Awareness of both the potential for and the implications of information and communication technologies for social work practice and the delivery of human services.
- Application of information and other technologies as emerging methods of practice.
- Awareness of the implications of differential access to information and communication technologies for Australian society.

Autonomy and Creativity

5.1   The ability to work and learn both autonomously and collaboratively
- Awareness of when and how to make autonomous decisions and/or collective decisions.
- A capacity for team membership as a responsible and autonomous practitioner.
- The ability to manage the tension between team membership and autonomy.

5.2   The ability to generate ideas and adapt innovatively to changing environments
- Awareness of social work as a creative profession able to respond to continuous change.
- An understanding of social work's role as a lead profession in the contemporary human service industry.
- The capacity to provide leadership across the various domains of the industry.

5.3   The ability to identify problems, create solutions, innovate and improve current practices
- An ability to respond constructively to diverse and challenging circumstances.
- Commitment to the development and application of knowledge in the human services.
- A capacity to respond to non-routine and continuously changing conditions.
- High order negotiation and conflict resolution skills.
- An understanding of the applicability of social work processes to a diversity of situations and contexts.

Critical Judgment

6.1   The ability to define and analyse issues, phenomena and problems
- The application of informed conceptual frameworks to the analysis of and response to issues, phenomena and problems in social work practice.

6.2   The ability to apply critical reasoning to issues through independent thought and informed judgement
- The capacity to continuously evaluate theoretical and other developments in knowledge for social work practice.
- The capacity to critically evaluate scholarship and research findings and apply this knowledge in practice.
- The capacity to critically reflect on, monitor and evaluate one's own practice.

6.3 The ability to evaluate opinions, make decisions and to reflect critically on the justifications for decisions

- The capacity to engage in critical analysis to facilitate individual or collective action.
- The capacity to evaluate opinions, make and articulate decisions and reflect critically on the justification for decisions.

6.4 The ability to contribute to knowledge generation and development

- The capacity to conduct research that develops monitors and evaluates interventions and contributes to the development of knowledge bases for social work practice.

3.5 Program Structure

Program Structure *(refer to table on page 16)*

The curriculum seeks to facilitate students attaining educational goals and outcomes. This is achieved by:

- **Year 1: 'Setting the Foundations'**

In Year 1 of the program, students gain introductory foundational knowledge in the social and behavioural sciences, psychology, social policy, political science, sociology and social welfare. They also undertake an interdisciplinary health course with all the other programs within the Faculty of Health and Behavioural Sciences. A specific social work course in Year 1 introduces students to social work as a profession and the contexts in which it is practiced. Students gain exposure to real world practice through undertaking observation visits to social work agencies, although this was unable to occur over 2020 and 2021 due to COVID-19 restrictions. Throughout the first year, students become research aware, and research orientated. They also choose and undertake an elective in the first year of their program.

- **Year 2: Core Social Work Knowledge, Values and Skills**

Students undertake core studies in social work, including knowledge, values and skills in working with individuals, groups, communities and families, as well as advocacy. In Year 2, students engage in a range of simulated learning and assessment activities in direct practice skills labs. They develop important knowledge and understandings in working with Aboriginal and Torres Strait Islander Peoples and learn to apply acquired knowledge in areas such as community development, social policy development (and practice) and social work and the law. Students also have the opportunity to attain core knowledge and skills in two of the foundation areas of social work practice (Child, Youth and Family; and Health and Ageing). They understand the significance of research for social work practice and become confident and 'informed' users of research. For example, they are able to use an evidence-based approach for the purposes of advocacy.

- **Year 3: First field education placement (Supervised Practice)** and the opportunity to attain further knowledge and develop skills, values and attitudes to integrate knowledge into practice.

Students are presented with a range of educational opportunities in which to apply knowledge and skills to practice situations. On placement, students build the capacity to reflect, analyse and intervene in a range of complex situations within different practice contexts and to work collaboratively with others. In first placement, the emphasis is on understanding the organizational contexts of practice. This learning is further developed and integrated in a companion course to first placement where students reflect on the experiences of placement and critically explore theories and concepts to guide effective social work in organisational contexts. Following from first placement, students examine and reflect on the ethical basis of practice, acquire core knowledge and skills in two foundation areas of social work practice

(Mental Health; and Disability) and research skills. They learn to apply the steps in the research process from evaluating published data, developing research questions and designing research to address them, understanding ethical considerations, and critically evaluating the research process.

- **Year 4: Specialist Knowledge and Skills for Advanced Practice and Research; Final Field Placement (Supervised Practice).**

In their final year, students gain advanced knowledge and skills in specialised areas of social work practice which build on the foundation areas undertaken in Year 2 and Year 3. All students elect to undertake a minor in one of the advanced specialisation areas: - Child, Youth and Family or Mental Health or Health and Ageing. They will successfully complete an individual small scale research project in one of these fields and gain experience in reviewing the literature, research design/method, data gathering, analysis, interpretation of data and written and oral presentation of the project. They complete their final field placement which is an opportunity to consolidate, deepen and extend learning.

Please refer to the Course List for the BSocWk(Hons) program.

3.6 Rules & Guidelines

Students should refer to the following University of Queensland websites:

my.UQ at https://student.my.uq.edu.au - this website contains essential information for students and is searchable. Look here if you are looking for information on managing your program, including enrolling, assessment, policies and rules, IT matters, social events, managing your details, student support, graduation, maps, parking and transport and lots more. You also access your email and calendar through my.UQ.

Courses and Programs website www.uq.edu.au/study - this website is searchable and can be used to find information about all programs and courses at The University of Queensland. Particular attention should be paid to the Program Rules for your program.

Student Rights and Responsibilities- https://my.uq.edu.au/services/student-integrity-and-conduct includes information about Academic Integrity and student conduct, fitness to practice, and the student charter. The Student Charter sets out the expectations you can properly hold of your education and also outlines what is expected of you while studying to maximise your educational experience.

UQ policies and rules – You can also find links to Student policies and rules and to the University Policy and Procedures Library from my.UQ

3.7   Honours Degree

BSocWk(Hons) is an in-course honours program. This means that students do not undertake additional Honours courses; rather all students enrolled in the program graduate with honours, but their class of Honours may be different.

As part of the Honours degree students are required to complete an advanced research and evaluation for Social Work practice course which is undertaken across two semesters in the final year of the program. The advanced research and evaluation course extends foundational and advanced study in the students chosen minor stream.

Calculating the Class of Honours

The class of Honours depends on the weighted Grade Point Average (GPA) calculated using the below courses.

#10 units of course courses:
> SWSP3027 Mental Health and Mental Illness
> SWSP3028 Foundational Social Work Field Practice Course in Child, Youth and Family
> SWSP3029 Foundational Social Work Field Practice Course in Health and Ageing
> SWSP3076 Foundations for Social Work Practice in Disability
> SWSP3303 Foundations in Social Work Research

And #6 units from a minor:
Health and Ageing
> SWSP4181 Professional Practice in Health and Ageing
> SWSP4281 Applied Research in Health and Ageing

Child Youth and Family
> SWSP4182 Professional Practice in Child, Youth and Family
> SWSP4282 Applied Research in Child, Youth and Family

Mental Health
> SWSP4183 Professional Practice in Mental Health
> SWSP4282 Applied Research in Mental Health

For further details of the University's policy on Honours and Classes of honours see PPL 3.50.12 at https://ppl.app.uq.edu.au/content/3.50.12-award-honours.

3.8   Bachelor of Social Work (Honours) Program – 2024

		SEMESTER 1		SEMESTER 2
YEAR 1	SWSP1011	The Welfare of Australians	HLTH1000	Professions, People and Healthcare
	SWSP1033	Introduction to Social Work	SWSP1013	Australian Social Policy
2024	NEUR1020 *or* PSYC1030	The Brain and Behavioural Sciences *or* Into to Psychology: Developmental , Social & Clinical Psychology	SOSC1012	Social Being: Power, Structures and Agency
	Arts Elective	Course listed in Part A of the Bachelor of Arts	SWSP1044	Human Development and Social Work
	= 8 UNITS		**= 8 UNITS**	
		SEMESTER 1		**SEMESTER 2**
YEAR 2	POLY3000	Policy Development and Practice	ISWSP2066	Social Work and the Legal Context
	INDH2107	Working with Aboriginal and Torres Strait Islander Peoples, Families and Communities	SWSP2088 **[Pre: SWSP2077]**	Direct Practice 2
2025	SWSP2077	Direct Practice 1	**SWSP3028+**	Foundational Social Work Field Practice Course in Child, Youth and Family
	SWSP4213	Community Development	**SWSP3029 +**	Foundational Social Work Field Practice Course in Health and Ageing
	= 8 UNITS		**= 8 UNITS**	
		SEMESTER 1		**SEMESTER 2**
YEAR 3	SWSP3011 (co-req SWSP3155]	Working in Human Service Organisations	SWSP3022 **[Pre: SWSP3155]**	Moral & Ethical Foundations of Social Work
	SWSP3155 [co-req SWSP3011]	Field Placement 1 (6 units)	SWSP3303	Foundations in Social Work Research
2026	**Note: At a minimum, students must have passed SWSP1011, SWSP1033, SWSP1044, SWSP2066, SWSP2077 and SWSP2088 before enrolling in SWSP3155 – but completion of all courses in Years 1 and 2 is preferred. Students must enrol in both SWSP3011 and SWSP3155 together**		**SWSP3027 +**	Mental Health and Mental Illnerss
			SWSP3076 +	Foundations for Social Work Practice in Disability
	= 8 UNITS		**= 8 UNITS**	
		SEMESTER 1		**SEMESTER 2**
YEAR 4	**+ #4 units towards a minor from the following. Please note these courses are year long courses. Enrol in the same course code in each semester**	SWSP4281 Applied Research in Health and Ageing or SWSP4282 Applied Research in Child, Youth and Family or SWSP4281 Applied Research in Mental Health	**+ #4 units towards a minor from the following. Please note these courses are year long courses. Enrol in the same course code in each semester**	SWSP4281 Applied Research in Health and Ageing or SWSP4282 Applied Research in Child, Youth and Family or SWSP4281 Applied Research in Mental Health
2027	SWSP4181	Professional Practice in Health and Ageing	SWSP4266	Field Placement 2 (6 units)
	SWSP4182	Professional Practice in Child, Youth and Family		
	SWSP4183	Professional Practice in Mental Health		
	= 8 UNITS		**= 8 UNITS**	

Notes:
1. Total BSocWk(Hons) Program = 64 units
2. All courses equal 2 units unless otherwise stated.
3. For full listing of prerequisites courses and the program rules please consult Programs and Courses.
4. **+** denotes honours class courses. Please consult School website for information on graduating with Honours.

3.8.1 Minors

All students completing the Bachelor of Social Work (Honours) will be eligible to graduate with a minor. Students will complete all foundational courses in Years 2 and 3 of the program and then select an Advanced Field Practice and Advanced Research and Evaluation course as per their minor in Year 4.

To add the minor to your program, please email the Faculty of Health and Behavioural Sciences (habs@enquire.uq.edu.au) advising of your minor title, so that it can be noted on your academic transcript.

Minors are available in:

Child, Youth and Family:
> SWSP3028 Foundational Social Work Field Practice Course in Child, Youth and Family (2 units)
> SWSP4182 Professional Practice in Child, Youth and Family (2 units)
> SWSP4282 Applied Research in Child, Youth and Family (4 units)

Mental Health:
> SWSP3027 Mental Health and Mental Illness (2 units)
> SWSP4183 Professional Practice in Mental Health (2 units)
> SWSP4283 Applied Research in Mental Health (4 units)

Health & Ageing:
> SWSP3029 Foundational Social Work Field Practice Course in Health and Ageing (2 units)
> SWSP4181 Professional Practice in Health and Ageing (2 units)
> SWSP4281 Applied Research in Health and Ageing (4 units)

4.   ASSISTANCE TO STUDENTS

4.1   Blackboard (e-learning) sites

Courses offered in the program will have their own Blackboard sites. These sites provide course-specific information, discussion forums and associated activities. Blackboard sites will be accessible to BSocWk(Hons) students after they have been enrolled their semester courses.

In all your electronic communications you are advised to make yourself aware of UQ's Internet Code of Practice. Failure to abide by the Internet Code of Practice may result in suspension of an Internet account or loss of account, disciplinary action and, if necessary, a report to the relevant law enforcement authority.

4.2   UQ Student Services

Staff at Student Services are committed to assisting students while at UQ. Student Services can provide free and confidential assistance in the following areas:

- **Careers Counselling & Development**
- **Disability Program**
- **Student Budget and Finances**
- **Graduate Employment**
- **International Student Support**
- **Learning Assistance**
- **Counselling**
- **Workshops and Seminars**

For further information contact:

Student Services	**Telephone:**	+61 7 3365 1704
Prentice Building (Building 42)	**Facsimile:**	+61 7 3365 1702
St Lucia Campus	**Email:**	student.services@uq.edu.au
	Web:	www.uq.edu.au/student-services

4.3   NMSW Peer-to-Peer Mentoring Program

The NMSW Peer-to-Peer Mentoring Program aims to create a safe space for students to engage with student mentors in the School. The focus of this mentoring program is to assist in students' transition to university study and university life and form connections to peers and a sense of belonging to the School, to the university and to the social work profession. Contact: Dr Janine Rix, Student Experience Coordinator on j.rix@uq.edu.au or the HaBS Student Experience Team on habs.studentexperience@uq.edu.au

4.4   Enquiry Directory and Guide

Enquiry Topic	Where to find assistance
Program Planning	Faculty of Health and Behavioural Sciences Reception – email habs@uq.edu.au for an appointment or for an enrolment plan via email
Enrolment difficulties on mySI-net	Student Centre, Student Central (Building 42, St Lucia)
Course Descriptions	Programs and Courses website www.uq.edu.au/study
Reading Packs	Where used, course reading packs are sold from the Unicopy Shop in the School Locker store on campus. All course readings should be available from the Library, and may be available online via Blackboard
Timetable	Go to my.UQ to see your timetable (courses you are enrolled in), and the Public Timetable for all UQ courses. Contact the Timetabling team, School of Health and Behavioural Sciences if you have queries: habs.timetabling@uq.edu.au
Assignments Assignment Writing Guide Assessment Policy Application for Extensions Submission / Feedback / Results	School Website: https://nmsw.uq.edu.au/assessment See my.UQ and section 5.3 of your Electronic Course Profile via Blackboard
Computer Access: Computer Labs	 Using UQ computers on campus

Examinations	my.UQ https://my.uq.edu.au/information-and-services/manage-my-program/exams-and-assessment
Exam Timetables	Log in to your my.UQ dashboard.
Personal, Financial stress, disability plans, academic preparation workshops, careers advice	Student Services, Relaxation Block (Ph: 3365 1704) www.uq.edu.au/student-services
Lifting your Academic Performance	Student Services Learning Assistance, Workshops and Seminars http://www.uq.edu.au/student-services/learning
English your second language?	All international and Australian students who use English as an additional language are entitled to concurrent English language support. English for Academic Communication (EAC) is free: https://uqcollege.uq.edu.au/study-options/english-courses/eac
UQ Union	UQ Union http://www.uqu.com.au
Fees – (HECS-help)	https://my.uq.edu.au/information-and-services/manage-my-program/fees-payments-and-refunds

4.5   Disability Policy

Any student with a disability who may require alternative academic arrangements in the Program is encouraged to seek advice at the commencement of the semester from a Disability Adviser at Student Services Tel: 3365 1704. Please also refer to the website http://www.uq.edu.au/student-services/disability.

4.6   Student Rights and Obligations

All students in the Bachelor of Social Work (Honours) program and students enrolled in electives offered in the School have the same expectations and responsibilities as other UQ students. Details can be found at https://my.uq.edu.au/services/student-integrity-and-conduct

5.   ASSESSMENT

5.1   Introduction

Courses are assessed using a range of methods, including assignments, examinations, presentations and skills demonstrations.

At least one week prior to the start of each semester, students will gain access to the Electronic Course Profile (ECP) for the courses in which they are enrolled. This can be obtained from the Programs and Courses database by typing in the course code e.g. "SWSP1044". The ECP will contain:

1.   Aims and objectives of the course/elective

2. Content of the course/elective and the manner in which it shall be taught

3. Assessment requirements including:
   - Number of items of assessment and their relative weight
   - Specific requirements for each item of assessment
   - Assessment criteria for each item of assessment
   - Due date of each assessment item and penalties for late submission

5.2   School Processes and Procedures on Assessment (Assignments, Workbooks and Exams)

The **School Assessment Policy,** the School **Assignment Writing Guide,** and School-based **Assessment forms** can be located online: https://nmsw.uq.edu.au/assessment. Please familiarise yourself with this information at the start of each semester.

STUDENTS ARE STRONGLY ADVISED TO KEEP A COPY OF EVERY ASSIGNMENT SUBMITTED FOR GRADING.

6.   PRACTICE EDUCATION TEAM

6.1   Practice Education Program

The Australian Association of Social Workers requires a minimum of 1,000 hours of supervised field education in undergraduate programs for social work. To meet this requirement, field education is carried out for eighteen weeks in the fifth semester of the undergraduate program and for a further eighteen weeks in the eighth semester. Students should note that placement commences two weeks prior to the beginning of semester. Placement extends into vacation periods and may involve some incidental costs.

The School has developed a policy concerning the location of placements for individuals. The policy takes into account the expectations of the AASW. The policy is available via the following link. If any student has any queries about the impact of this policy on their particular circumstances, they are advised to seek clarification with Practice Education Team very early in the pre-placement process.

6.2   Recognition for Prior Learning (RPL)

In line with UQ's policy, the School of Nursing, Midwifery and Social Work recognises that some social work students bring with them substantial experience in the human services section. Students can apply for RPL or credit via my.UQ. Assessment of RPL is made in conjunction with the Program Lead of the Bachelor of Social Work (Honours). All recommendations are then forwarded to the Faculty of Health and Behavioural Sciences for final approval. Please click on this link to see the guidelines that the School of Nursing, Midwifery and Social Work uses to assess RPL applications.

6.3   Practice Education Program Staff

Unit email address
fielded@uq.edu.au

Kelly Uhr (Principal Practice Educator)
K.Uhr@uq.edu.au

Meredith Kenny
(Practice Education Manager)
m.kenny@uq.edu.au

6.4   Placement Process

In the semester prior to placement, students complete a brief questionnaire regarding their placement preferences. While every effort is made to accommodate students' preferences, the Practice Education Team make the final determination of placement allocations. In the final year, placements in rural and remote areas are available to students. International placements may also be available. However, students may need to plan well in advance (12 months) if they wish to consider an international placement.

6.5   Field Education webpage

Students are requested to regularly check information on the School website: https://nmsw.uq.edu.au/practice-placements/social-work-human-services-and-counselling-placements-0

6.6   Placements Readiness

Students must comply with a series of legal and immunisation requirements prior to commencing placement. Full details regarding these compulsory requirements are available from the HaBS faculty Placement Readiness Team website: https://habs.uq.edu.au/how-complete-your-pre-placement-requirements

For the most up to date information regarding current university and placement provider requirements for immunisations, please refer to our Prepare for Placement website.

6.7   Criminal History Check

During field placements students may have access to service users' personal files or records. Some agencies, including Centrelink, Department of Communities, Child Safety and Disability Services, and Corrective Services require students to provide details of any criminal offences and will request permission for a security check to be undertaken and completed prior to the commencement of placement.

6.8   Field Placements with the Queensland Health

Students who undertake a placement with Queensland Department of Health will be required to review orientation information on the Department's web site at http://publications.qld.gov.au/dataset/student-deed-documentation and provide confirmation to the

School that they have read the information. Queensland Health also has a requirement that a student will have been vaccinated against Hepatitis B.

7. STAFF AND STUDENT ROLES AND COMMUNICATION

The School values communication between students and staff. Successful teaching and learning depends on the accessibility, directness, and openness of the flow of information within the staff group, within the student group, and between staff and students.

Information can be exchanged informally or formally. Informally, students should feel free to approach staff to give feedback, seek clarification or to seek assistance. The more formal structure of communication is as follows.

The **School Executive** is a body established to discuss and oversee broad issues of policy and strategy.

The **School Teaching and Learning Committee** consists of all program leads, external academic representatives, the Director of Teaching and Learning, and student representatives. Meetings are held each month. The Committee affirms the high value the School places on excellence in teaching and learning. It aims to explore teaching and learning in a process of open dialogue and co-operation and to develop a School culture which values teaching and learning.

The **Student Association** serves as a focus for information and organisation for students as well as support and social contact. It is an important forum for student opinion. See the link UQ Social Work Society - University of Queensland Union (uqu.com.au)

Please contact the School for further information.

The School of Nursing, Midwifery and Social Work is part of the **Faculty of Health and Behavioural Sciences.** For further information, see the website: http://habs.uq.edu.au/ Email: habs@enquire.uq.edu.au

If you wish to discuss anything in relation to your courses, please contact the relevant **Course Coordinator**.

If you wish to discuss the program, or an issue relating to a course that is unresolved, please contact the **Program Lead** or **Manager of Student and Academic Administration.**

School staff report to the Head of School, who in turn reports to the Associate Dean (Academic) and Executive Dean, HABS Faculty.

The official student email is the University's way of communicating with students. Students should use their university email in all communication with the university such as student enquiries and applications for extension. It is the students responsibility to check their university email regularly.

7.1   Conversation Cafés

What is a Conversation Café?

From time to time, Course Coordinators host Conversation Cafés which are lively hosted conversations among small groups of people with diverse views but a shared passion for engaging with others. They provide an open forum to talk about important topics over a cup of tea or coffee. Everyone is welcome. There is nothing to join. You can come along once, or many times. There are no books to read, no assignments to finish, and no texts to study.

Meetings are relaxed and informal, and topics are guided entirely by the students. Guest speakers may be invited to attend to assist with questions about a particular topic (e.g. field education, coping with university stress, assignment writing).

You will be notified of upcoming Conversation Cafes via your student email address.

8.   OTHER POLICIES AND RESOURCES

8.1   Use of Sexist and Racist Language

Given the commitment of the School to address the factors which cause social injustice, social work students are expected to avoid the use of sexist and racist language. Students should avoid the use of such language in their written assignments, tutorial papers or presentations, their practical work, and in tutorial classes.

8.2   Sexual Harassment

Refer to Policies and Procedures Library 1.50.13 – Sexual Misconduct Prevention and Response. The School takes sexual harassment very seriously. We seek to ensure a study and work environment of trust and respect, free from harassment. Sexual harassment is any form of sexual conduct that is unwelcome, uninvited or unwarranted, and makes you feel offended, intimidated, or uncomfortable.

8.3   Library Orientation Activities

There are many branch libraries located on the campuses of the University of Queensland. We strongly encourage you to take a library tour in Orientation Week. Please see your Orientation guide for details. The Social Sciences and Humanities Library offers an excellent training session on the use of library resources.

The library provides a range of discipline based generic courses designed to meet the information seeking and research needs of students when approaching their first assignment.

For further information, please visit: www.library.uq.edu.au

8.4 Australian Association of Social Workers (AASW)

The AASW has as its objectives:

- to promote the profession of social work
- to provide an organisation through which social workers can develop a professional identify
- to establish, monitor and improve practice standards
- to contribute to the development of social work knowledge
- to advocate on behalf of clients
- to actively support social structures and policies pursuant to the promotion of social justice

The AASW reviews programs in social work offered by universities throughout Australia to establish whether graduates are eligible for membership of the professional association.

University of Queensland Bachelor of Social Work (Honours) graduates are eligible for full membership and student membership is available. This allows students to participate in the activities of the AASW and receive newsletters, journals and other services.

AASW contact details can be located on their website: www.aasw.asn.au.

8.5 UQ Social Work and Human Services Alumni and Friends Network

The UQ Social Work and Human Services Alumni and Friends Network is a graduate organisation of the School and has as its objectives:

- to foster productive links with graduates of the School, members of the profession, and the community generally
- to promote in these groups an understanding of, and desire to participate in, the pursuit of the School's mission and goals
- to provide a means for graduates and associates of the School to keep in touch with fellow graduates and colleagues
- to provide a means to keep abreast of the teaching and research activities of the School

Membership is open to all graduates of the School, staff members of the School, and to such other persons who by virtue of their association with or interest in the School, may be invited to join.

Members are invited to attend Alumni events, such as Practices Days, through the year. Further information can be found on the School website https://nmsw.uq.edu.au/alumni.

Broadly speaking the Alumni and Friends Network fosters mutually beneficial relations amongst the members and promotes and furthers the interests of the School.

8.6 Scholarships

The University of Queensland is committed to enabling all students, regardless of background or financial circumstances, to realise their full potential. That is why we offer a wide range of scholarships to help students fund their tertiary education.

The scholarships are made possible with the generous support of our donors, external agencies and industry providers.

Scholarships at UQ are awarded for academic excellence, to assist students wishing to undertake research, to provide support for students experiencing financial hardship, to assist elite athletes and to help defray costs associated with overseas study.

To find out which scholarships you may be eligible for, please select from the navigation links provided on the scholarships website: http://www.uq.edu.au/study/scholarships/

8.6.1 The Walter and Eliza Hall Trust Scholarship in Social Work

This scholarship was established in 2007 and maintained by an annual gift from The Walter & Eliza Hall Trust.

Purpose
The purpose of the scholarship is to provide assistance to a meritorious student studying the Bachelor of Social Work program whose financial circumstances might otherwise prevent them from achieving their maximum potential during their university study. The funds are intended to assist with the cost of equipment, materials and such other study-related items as may be required by the recipient.

Value and award of scholarship
The value of the scholarship is $6,000 for one year. Senate may award 1 scholarship in a year on the recommendation of the Head of School.

Eligibility for award
An applicant is eligible for the scholarship if the applicant:
- submits an application to the Head, by the closing date for applications; and
- is a domestic student within the meaning of the Fee Rules; and
- is enrolled full-time in the relevant program; and
- does not hold another scholarship that the Head considers to be similar.

Selection of award
The scholarship is awarded to the applicant showing greatest merit as demonstrated by:
- academic achievement in courses undertaken in the program to date
- financial need; and
- other evidence that may be deemed relevant to the applicant's future success in the social work profession.

All students will be invited to apply for this scholarhip at the beginning of each Semester 1.

9.   TEACHING STAFF

Teaching staff have a profile on our website: http://nmsw.uq.edu.au/our-staff

10. UNIVERSITY ACADEMIC CALENDAR 2024

The Student Calendar for 2024 can be viewed here.

11. ADDITIONAL INFORMATION

Further information is available at the following:

The University of Queensland
www.uq.edu.au

School of Nursing, Midwifery and Social Work
Telephone: (07) 3365 2068
http://nmsw.uq.edu.au or email nmsw@uq.edu.au

Faculty of Health and Behavioural Sciences
Telephone: (07) 3365 7487
http://habs.uq.edu.au or email habs@uq.edu.au

Contact details

School of Nursing, Midwifery & Social Work
T   +61 7 **3365 2068**
E   nmsw@uq.edu.au
W   nmsw.uq.edu.au

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