

Handbook

Master of Social Work (Qualifying)¹

2024

¹ Please note that prior to 2024 this course was known as the Master of Social Work Studies program. Students who commenced in the program prior to 2024 have the option of swapping to the new program name or may remain enrolled under the previous nomenclature. The information contained in this handbook is relevant for all students enrolled in a Master-level social work program at UQ.

Contents

Welcome from the Acting Head of Discipline	4
Welcome from the Program Director	5
1. INTRODUCTION TO SOCIAL WORK	6
1.1 Purpose of the Handbook	6
1.2 Further Information for Prospective Students	6
2. THE SCHOOL OF NURSING, MIDWIFERY AND SOCIAL WORK	6
2.1 School Location	6
2.2 School Office	6
2.3 School Address	6
2.4 School Website	7
2.5 Program Lead	7
3. SCHOOL STAFF	7
4. MASTER OF SOCIAL WORK (QUALIFYING) DEGREE	7
4.1 Social Work: Purpose and Approach	7
4.2 Goal of Master of Social Work (Qualifying) Program	8
4.3 Curriculum Themes	8
4.4 Program Structure (refer to tables pages 8 & 9)	9
4.5 Teaching formats	9
4.6 Rules & Guidelines	10
4.7 Master of Social Work (Qualifying) Program Structure	11
4.7.1 Master of Social Work (Qualifying) (32 unit, full-time mode)	11
4.7.2 Master of Social Work (Qualifying) (32 unit, part-time mode)	11
5. ASSISTANCE TO STUDENTS	11
5.1 Blackboard (e-learning) sites	11
5.2 UQ Student Services	12
5.3 Enquiry Directory and Guide	13
5.5 Student Rights and Obligations	14
6. ASSESSMENT	14
6.1 Introduction	14
6.2 School Processes and Procedures on Assessment (Assignments, Workbooks and Exams) 14	
7. PRACTICE EDUCATION TEAM	14
7.1 Practice Education Program	14
7.2 Guidelines for Placement in Current Workplace:	15
7.3 Recognition for Prior Learning (RPL)	16
7.4 Practice Education Team Staff	16
7.5 Placement Process	16
7.6 Practice Education webpage	16
7.7 Placement Readiness	16
7.8 Criminal History Check	16
7.9 Field Placements with the Queensland Department of Health	16
8. STAFF AND STUDENT ROLES AND COMMUNICATION	17
9.1 Use of Sexist and Racist Language	17
9.2 Sexual Harassment	17

9.3	Library Orientation Activities	18
9.4	Computer Facilities	18
9.6	UQ Social Work and Human Services Alumni and Friends Network.....	18
9.7	Scholarships	19
10.	TEACHING STAFF	19
11.	UNIVERSITY ACADEMIC CALENDAR 2024.....	19
12.	ADDITIONAL INFORMATION.....	19
APPENDIX 1: AUSTRALIAN SOCIAL WORK EDUCATION AND ACCREDITATION STANDARDS		21
APPENDIX 2: ATTAINMENT OF THE UNIVERSITY OF QUEENSLAND GRADUATE ATTRIBUTES.....		22

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 Director

Congratulations on being selected for the 2024 intake of students into the Master of Social Work (Qualifying) program at The University of Queensland. We are delighted to be welcoming you into the program and the School of Nursing, Midwifery and Social Work.

Our aim in this program is to help you develop your knowledge, skills and awareness of ethical issues in social work in order to prepare you for practice as a social worker. We seek to build on your learning from your prior undergraduate degree and your personal and professional experiences. In addition to engaging you in core social work studies, including working with individuals, families, groups and communities, you will also build knowledge and skills in key practice areas including mental health, child and family practice, as well as health and ageing. In accordance with Australian Association of Social Workers accreditation requirements, you will undertake field education placements within a social services organisation. Together, your theory, practice and field education courses will ensure that you are 'job ready' on completion of your degree.

We have an enthusiastic and highly experienced group of social work lecturers and researchers involved in the delivery of the program in 2024. They include Dr Debby Lynch, Dr Dorothee Hölscher, Dr Carmel Fleming, Dr John Drayton and Dr Paddy O'Regan. You'll also see me in class too! The academic staff (your course coordinators and lecturers) will be supported in their teaching by a range of sessional lecturers, tutors and practitioners from the field. When you go on field placement, you will be supported by members of the Practice Education Team. We also have a wonderful team of professional staff who can assist you with student administration matters.

As Program Lead, I will be available throughout the year to assist with any queries and discuss your career plans in social work. I look forward to meeting you.

Dr Gemma Venables

Program Lead

Master of Social Work (Qualifying)/Master of Social Work Studies

1. INTRODUCTION TO SOCIAL WORK

1.1 Purpose of the Handbook

For students enrolled in the Master of Social Work (Qualifying) program, often referred to as the MSW(Q), this handbook provides in one place:

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

Where possible, we have included weblinks to ensure that you are directed to the most up to date information.

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 MSW(Q), please refer to the School's website at.

<http://www.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

UQ's School of Nursing Midwifery and Social Work (NMSW) brings together academics, clinicians, practitioners and students who want to make a difference to the lives of others. Our School is committed to producing graduates who are evidence-informed, compassionate, and skilled practitioners. The School's educational, research and service activities are distinguished and characterised by a commitment to social justice. The School highly values student participation in its activities. Opportunities for social work students' involvement include active class participation and involvement in the [UQ Social Work Society](#) (UQSWS).

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 professional staff.

2.2 School Office

The School Administration Office is in Room 306 on level three of the Chamberlain Building. Office hours are 9.00 a.m. – 5.00 p.m. Monday to Friday. Doors to the building are open by Security at 7am and locked by Security around 10.00 p.m. 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

Ph: (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, Dr Jemma Venables, can be contacted on (07) 3365 1258 or by email on jemma.venables@uq.edu.au

3. 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 – <https://nmsw.uq.edu.au/team/professional>

4. MASTER OF SOCIAL WORK (QUALIFYING) DEGREE

4.1 Social Work: Purpose and Approach

1. Social work is a practice-based profession and an academic discipline. Social work seeks to promote human well-being and to redress 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 marginalised by social, economic or cultural processes or structures.

2. 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 marginalised, 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.

4.2 Goal of Master of Social Work (Qualifying) Program

The goal of the MSW(Q) program is to develop competent, effective, skilled, knowledge based, critically self-reflective and ethically aware graduates who are committed to promoting human well-being and social justice and redressing social exclusion and marginalisation. To this end, the MSW(Q) program aims to build students' understanding of the causes and consequences of social exclusion and marginalisation in contemporary society, as well as develop their knowledge and skills in the different modes of intervention necessary to redress social exclusion and marginalisation.

A more detailed outline of the graduate outcomes for the MSW(Q) program and how it complies with the Australian Social Work Education and Accreditation Standards (2020) can be found in Appendix 1 and 2.

4.3 Curriculum Themes

The MSW(Q) program is accredited by the Australian Association of Social Workers and complies with the curriculum content requirements outlined in the Australian Social Work Education and Accreditation Standards (2020). In delivering our curriculum across the program, the courses within MSW(Q) engage with seven core themes:

1. Promoting social inclusion and redressing marginalisation and exclusion
2. Providing leadership
3. Locating human services in the contemporary environment
4. Conceptualising social work as a profession with permeable boundaries
5. Engaging with diversity
6. Developing knowledge and skills in the following core areas of practice: mental health; child wellbeing and protection; and working with Aboriginal and Torres Strait Islander peoples.
7. Facilitating specialist practice knowledge and skills

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

1. Promoting social inclusion and redressing marginalisation and exclusion: This theme 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. This theme is threaded through the curriculum and is addressed in each of the core courses in the program.

2. Providing leadership: This theme 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.

3. Locating human services in the contemporary environment: This theme dictates a curriculum cognisant of developments in the welfare state and human service provision. For example, it currently involves ensuring practitioners have the knowledge and skills to be able to work effectively in the competitive environment of the mixed economy of welfare and with new public management regimes. 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 purpose, rationale, cost and outcomes of particular interventions. It also involves ensuring that the program is meeting current professional requirements, including those identified in the AASW accreditation and practice standards documents.

4. Conceptualising social work as a profession with permeable boundaries: This theme recognises the diverse nature of social work and encompasses the capacity to analyse and intervene

in a range of complex situations in different contexts. Social work has 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 adapt and apply them in different contexts, and to work collaboratively with others.

5. Engaging with diversity: This theme directs attention to the exploration and appreciation of differences and similarities in people's experiences, needs, values 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. Cross-cultural practice is central to social work and encompasses providing culturally responsive services to people. This theme also draws attention to issues of power and privilege and the importance of challenging oppression and racism.

6. Developing knowledge and skills in the core practice areas of: mental health; child wellbeing and protection; health and ageing; and working with Aboriginal and Torres Strait Islander peoples: These four areas of practice are identified as central to social work practice by the Australian Association of Social Workers. Practitioners in all fields of practice need to develop the requisite values, knowledge and skills to work effectively with people with health concerns and people with mental health issues. Similarly, social workers in every practice setting have a responsibility to promote the safety and wellbeing of children, young people and older people. This theme also recognises the importance of Aboriginal and Torres Strait Islander-centred social work and the centrality of Indigenous knowledge to social work practice. Learning and teaching strategies addressing these three areas of practice are infused throughout the curriculum.

4.4 Program Structure (refer to tables pages 8 & 9)

The curriculum helps students attain key educational goals and outcomes. The curriculum is structured into the following four areas:

- **Foundation knowledge** in the social and behavioural sciences, which has been achieved *prior* to entry to the program.
- **Core studies in social work:** including knowledge, skills and ethical standards in working with individuals, families, groups and communities, as well as in advocacy, research and social policy practice. Students complete core courses in social work and the law, human development, social work theory and ethics; and direct practice skills for working with individuals, groups and communities.
- **Professional practice courses:** in key social work areas: 1) health and ageing; 2) child, youth and family practice; and 3) mental health. These courses provide students with comprehensive knowledge and skill base for advanced practice in these key fields of social work.
- **Supervised practice education (field education):** in which students complete 1000 hours of supervised practice across two different placement agencies.

4.5 Teaching formats

The MSW(Q) program employs a range of teaching approaches and formats to ensure that students have access to the learning opportunities required to become effective social workers. The program relies on developing a critical reflective approach, a consideration of the evidence that underpins practice decisions, a commitment to evaluating outcomes, a clear framework for practice that guides decision making in areas of uncertainty and a commitment to ongoing learning. Types of teaching and learning activities that will be conducted include:

- Workshops, designed to develop skills for practice;
- Lectures;
- Online activities, such as interactive workbooks, discussion boards and padlets;
- Tutorials;
- Seminars;
- Field education.

In some courses lectures may be shared with undergraduate students; however in these cases MSW(Q) students will have separate tutorials and separate assessment which meet the University's requirements for postgraduate learning.

There may also be a combination of day and evening classes. This is designed to meet a range of students' needs, including those in employment and those undertaking the program part-time. Most campus-based courses involve a minimum of three hours per week in direct contact time (in addition to time spent reading, participating in online activities and completing assignments). Some advanced practice elective courses may be offered as half- or full-day workshops.

Please see section 7 of this Handbook for more detail about your Field Education courses (SWSP7155 and SWSP7266)

4.6 Rules & Guidelines

Students should refer to the following University of Queensland websites:

myUQ at <https://student.my.uq.edu.au> - this website gives access to your my.UQ dashboard including mySI-net, email, calendar, student services, library and much more. Bookmark this site; you'll be coming here often through your degree.

Programs and Courses 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 at <https://my.uq.edu.au/services/student-integrity-and-conduct>. 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.

Certain UQ policies and procedures are governed by the following University Rules: <https://www.uq.edu.au/about/policies-and-procedures>

4.7 Master of Social Work (Qualifying) Program Structure

4.7.1 Master of Social Work (Qualifying) (32 unit, full-time mode)

SEMESTER 1			SEMESTER 2	
YEAR 1	SWSP7044	Lifespan, Culture and Disability [#2]	SWSP7155	Field Placement 1 [#6]
	SWSP7111	Introduction to Key Elements of Social Work [#2]	SWSP7188	Direct Practice 2 [#2]
	SWSP7177	Direct Practice 1 [#2]		
	SWSP7199	The Legal and Policy Context of Social Work Practice [#2]		
	= 8 UNITS		= 8 UNITS	
YEAR 2	INDH7107	Working with Aboriginal and Torres Strait Islander Peoples, Families and Communities [#2]	SWSP7266	Field Placement 2 [#6]
	SWSP7181	Professional Practice in Health and Ageing [#2]	HLTH7317	Research Methods [#2]
	SWSP7182	Professional Practice in Child, Youth and Family [#2]		
	SWSP7183	Professional Practice in Mental Health [#2]		
	= 8 UNITS		= 8 UNITS	

Notes:

- Total MSW(Q) Program = 32 units.
- All courses equal 2 units [#2] unless otherwise stated.
- For a full listing of pre-requisite courses, please refer to www.uq.edu.au/study

4.7.2 Master of Social Work (Qualifying) (32 unit, part-time mode)

Please contact Faculty of Health and Behavioural Sciences for a study plan on habs@uq.edu.au or +61 7 3365 7487, as part-time schedules varies considerably amongst students.

5. ASSISTANCE TO STUDENTS

5.1 Blackboard (e-learning) sites

All 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 MSW(Q) students after they have enrolled in the program.

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.

5.2 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 Sem

Student Support
Student Central (Building 42)
St Lucia Campus

Telephone: 1300 275 870
Email: student.services@uq.edu.au
Web: <https://my.uq.edu.au/contact/student-central>

For further information contact:

5.3 Enquiry Directory and Guide

Enquiry Topic	Where to find assistance
Program Planning	Faculty of Health and Behavioural Sciences - email habs@uq.edu.au for an appointment or for an enrolment plan via email
Enrolment Difficulties on mySI-net	Student Centre, Level 1, JD Story Building
Course Descriptions	Programs and Courses website www.uq.edu.au/study Relevant Course Coordinator
Course Readings	All course readings should be available from the Library, and may be available online via Blackboard
Timetable	Viewable on https://student.my.uq.edu.au
Assignments Assignment Writing Guide Assessment Policy Extensions	School Website: http://nmsw.uq.edu.au/assessment Applications are requested online. See the following website for further information https://my.uq.edu.au/information-and-services/manage-my-program/exams-and-assessment/applying-assessment-extension
Computer Access:	Libraries – Services for students - Library - University of Queensland (uq.edu.au)
Examinations Exam Timetables	http://www.uq.edu.au/myadvisor/examinations My.UQ Student Centre, Level 1, J.D. Story Building
Personal, Financial stress, disability plans, academic preparation workshops, careers advice	Student Services, Relaxation Block (Tel: 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: www.ict.e.uq.edu.au
UQ Union	UQ Union http://www.uqu.com.au
Fees – (HECS-help)	Student Centre J D Story Building https://my.uq.edu.au/information-and-services/manage-my-program/fees-payments-and-refunds

5.4 Disability

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. Please also refer to the website <http://www.uq.edu.au/student-services/disability>.

5.5 Student Rights and Obligations

All students in the MSW(Q) 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>.

6. ASSESSMENT

6.1 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. These can be obtained from the Programs and Courses database: www.uq.edu.au/study by typing in the course code e.g. "SWSP7177". The ECP will contain:

- Aims and objectives of the course
- Content of the course and the manner in which it shall be taught
- 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

6.2 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: [Resources for current students - School of Nursing, Midwifery and Social Work - University of Queensland \(uq.edu.au\)](http://Resources for current students - School of Nursing, Midwifery and Social Work - University of Queensland (uq.edu.au)) Please familiarise yourself with this information at the start of each semester.

PLEASE NOTE - STUDENTS ARE STRONGLY ADVISED TO KEEP A COPY OF EVERY ASSIGNMENT SUBMITTED FOR GRADING

7. PRACTICE EDUCATION TEAM

7.1 Practice Education Program

Students enrolled in the 32 unit MSW(Q) program are required to complete 1000 hours of supervised field education. This meets the Australian Association of Social Workers (AASW) minimum standards, as well as the standards of professional bodies in the UK, USA and Canada. To meet

this requirement, all field education placements (SWSP7155 and SWSP7266) are undertaken over 18 weeks. Students should note that all placements extend into vacation periods and may involve some incidental costs.

Students can undertake their placements in a range of organisations. The School has developed a policy concerning students requesting to undertake their placement in their workplace. The policy takes into account the expectations of the AASW. The policy is outlined below.

7.2 Guidelines for Placement in Current Workplace:

Some students enquire about completing one of their placements in agencies where they are currently employed. AASW guidelines are clear on this point: 'Students in employment will not have a placement in their current work role or under their current supervisor' (ASWEAS Standards, Nov. 2021, 4.1.7).

The following factors will be taken into consideration when considering such requests:

- The student will be required to move out of their paid position and undertake tasks which are substantively different to their standard duties **in a different area of the agency's work**.
- The field educator, and NOT the student, is responsible for the student's work on placement.
- The student should not be asked to do more than half of a normal workload.

It is the student's responsibility to liaise with the agency and determine whether the above stipulations can be met. A written document, signed by the organisation and student must be submitted to the Practice Education Manager. The document must clearly stipulate the following:

- Confirmation that the employee is in a student role whilst on placement and able to meet the educational requirements, principles and policies set out in the ASWEAS Standards.
- Confirmation that no placement time will involve the student undertaking their paid routine work responsibilities.
- Confirmation that a Field Educator who is **not** the student's line manager or usual supervisor will be provided by the agency.
- Agreement that the Practice Education Manager, School of Nursing, Midwifery and Social Work, The University of Queensland, has the right to exercise a discretionary judgment on the suitability of the proposed placement in terms of meeting the educational requirements of the course.
- Agreement that the rights of other students who may be interested in a placement in this agency must be respected. That is, a request for placement in a place of employment may be turned down if it is seen as denying other students access to an established placement.
- Agreement that only one such request will be considered for a student in their program.

If students have any queries about the impact of this policy on their particular circumstances, they are advised to seek clarification with the Practice Education Team very early in the pre-placement process.

7.3 Recognition for Prior Learning (RPL)

The School of Nursing, Midwifery and Social Work recognises that some qualifying social work students bring with them substantial experience in the human services sector. For further information on the way in which this prior experience may be credited towards the first social work placement, click on the following link: <https://nmsw.uq.edu.au/files/7719/RPL%20guidelines%20-%20SWPlacement%20-%202022.pdf>

7.4 Practice Education Team Staff

Unit email address

fielded@uq.edu.au

7.5 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.

7.6 Practice 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>

7.7 Placement 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>

7.8 Criminal History Check

During field placements students may have access to service users' personal files or records. Some agencies, including Centrelink, Department of Child Safety, Seniors 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.

7.9 Field Placements with the Queensland Department of 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.

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

8. 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 directors, external academic representatives, the Director of Teaching and Learning, and student representatives. Meetings are held at least four times a year. 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 \(uqu.com.au\)](http://uqu.com.au)

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 Director** or **Senior Administrative Officer (Academic)**.

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

9. OTHER POLICIES AND RESOURCES

9.1 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.

9.2 Sexual Harassment

Refer to Policies and Procedures Library 1.70.2 – Management of Sexual Harassment Grievances at <https://ppl.app.uq.edu.au/content/1.70.02-prevention-sexual-harassment>. 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.

9.3 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 Central 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

Or contact: **Jane Moore** j.moore@library.uq.edu.au

9.4 Computer Facilities

Students enrolled in the School of Nursing, Midwifery and Social Work are entitled to access the computer laboratories within the Faculty of Health and Behavioural Sciences.

Labs 1, 2, 5, 6 and 7 are used for teaching classes during semesters. The timetables for Lab bookings are displayed on the door to each Lab. When a Lab is not in use for classes, students enrolled in the HABS Faculty may use the computers for study purposes. Lab opening hours are 8:00 a.m. - 10 p.m.

Lab 3 is available for study and research use by students in the HABS Faculty and is open access with no class bookings.

For further details please see <http://habs.uq.edu.au/computer-labs>

9.5 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 identity
- 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 MSW(Q) 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.

9.6 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 by clicking on the “Alumni” link.

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

9.7 Scholarships

d. 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.

e. 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/>.

10. TEACHING STAFF

Our staff’s research profile can be found on the UQ website, <http://researchers.uq.edu.au>

11. UNIVERSITY ACADEMIC CALENDAR 2024

The Student Calendar for 2024 can be viewed here:
[Academic Calendar - UQ Events, The University of Queensland](#)

12. 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 nmsw.uq.edu.au

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

Other Useful Publications:

The University of Queensland Guides for International Students 2024 is available at
[UQ International Guide 2024](#)

Study enquiries

Online enquiries

[International online enquiries - Future Students - The University of Queensland \(uq.edu.au\)](#)

Outside Australia +61 7 3067 8608
Within Australia (freecall) 1800 671 980

General office Level 2,
JD Story Building The University of Queensland
St Lucia Qld 4072 AUSTRALIA
+61 7 3365 7941

School Campus Contact Details:

School of Nursing, Midwifery and Social Work

Level 3, Chamberlain Building
The University of Queensland QLD 4072

Telephone: + 61 7 3365 2068
E-mail: nmsw@uq.edu.au
CRICOS Provider No: 00025B

APPENDIX 1: AUSTRALIAN SOCIAL WORK EDUCATION AND ACCREDITATION STANDARDS

The MSW(Q) program has been accredited by the Australian Association of Social Workers and in accordance with the Australian Social Work Education and Accreditation Standards (2020).

This means that the courses in our program address the required curriculum content and promote the attainment of the prescribed profession-specific graduate attributes.

The required curriculum content includes exploration of:

1. Constructions of social work purpose, place and practice
2. Power, oppression and exploitation
3. The history and contribution of Aboriginal and Torres Strait Islander peoples
4. Culture, identity and discrimination
5. Psychosocial health and wellbeing across the lifecycle

The profession-specific graduate attributes are:

1. Values and ethics
2. Professionalism
3. Culturally responsive and inclusive practice
4. Knowledge for practice
5. Applying knowledge to practice
6. Communication and interpersonal skills
7. Information recording and sharing
8. Professional development and supervision

A more detailed explanation of the required curriculum content and profession-specific graduate attributes can be found in the [Australian Social Work Education and Accreditation Standards 2020](#).

APPENDIX 2: ATTAINMENT OF THE UNIVERSITY OF QUEENSLAND GRADUATE ATTRIBUTES

In accordance with [University policy](#), the MSW(Q) program staff actively promotes the attainment of the following graduate attributes for University of Queensland graduates:

- Accomplished scholars
 - Graduates will have a well-founded knowledge of their field of study and an understanding of how it relates to other disciplines. They will have the ability to engage with different traditions of thought and apply this knowledge in multi-disciplinary and global settings and contexts to enact a positive difference in their world.
- Respectful leaders
 - Graduates will have the ability to critically question, analyse, interpret, and evaluate their world and experiences to conceive innovative responses to future challenges. They will draw on their courage and creativity to test, debate and shape new ideas, understandings, approaches, and opinions.
- Influential communicators
 - Graduates will be responsible, independent, outward-looking global citizens who possess a sound understanding of their communities. They will be active, collaborative, and constructive participants in society.
- Courageous thinkers
 - Graduates will have an understanding of, and respect for, Australian Aboriginal and Torres Strait Islander and global Indigenous peoples' values, cultures, and knowledge. They will have an appreciation of cultural and social diversity and work with a sense of social and civic responsibility towards a more just and equitable society.
- Connected citizens
 - Graduates will convey ideas and information effectively to a range of audiences for a variety of purposes. They will skilfully use information and work effectively with others to make meaningful, impactful contributions to important conversations and discussions.
- Culturally capable
 - Graduates will act with knowledge of, and respect for, ethics and ethical standards within their professional and disciplinary fields as leaders and emerging leaders. They will have the capability to be relational decision-makers who work towards evolving a more sustainable society, economy, and environment.



Contact details

School of Nursing, Midwifery & Social Work

T +61 7 3365 2068

E nmsw@uq.edu.au

W nmsw.uq.edu.au

CRICOS Provider 00025B • TEQSA PRV12080