

## Placement in Workplace Agreement

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This is an agreement for when a student placement is undertaken in a student's place of work, between the organisation, university and student and is in accordance with the provisions below:

- Agreement that the employee is in a student role whilst on placement and that they are able to meet the educational requirements, principles and policies set out in the AASW Accreditation Standards and/or AIWCW Accreditations Standards.
- Allocation of learning experiences not involving the student's routine work responsibilities.
- Protected time whilst on placement that is separate from the duties carried out at work and includes time to complete reading, reflective learning and assessment activities related to the placement.
- Wherever practicable, provision of a field educator who is not the student's line manager or usual supervisor.

In addition, the following points need to be addressed:

- That the Practice Education Manager (Social Work) 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.
- It is essential that students have the opportunity to participate in a broad range of learning experiences in field education. In particular students must undertake field practices in at least two different fields of practice and organisations, with different client groups, using different methods of social work practice, and with a different field educator for each placement.
- Please note that UQ does not enter into any discussions about whether students will be paid for their hours on placement. If the student is employed by the placement provider, or remunerated in any way, they will not be eligible for UQ student insurance. Students are encouraged to discuss this directly with the agency to ensure they are covered by the agency's insurance as an employee.



# Placement in Workplace Agreement Approval Form

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This form must be completed and returned to [fielded@uq.edu.au](mailto:fielded@uq.edu.au) prior to commencing your placement in workplace.

## PLACEMENT DETAILS

Agency: .....

Agency Address: .....

Name of Agency Supervisor: .....

Qualifications of Agency Supervisor: .....

Placement Dates: .....

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## STUDENT DETAILS

Name: .....

Student No: .....

Signature: .....

Date: .....

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## MANAGER OR DELEGATED OFFICER OF THE AGENCY

Name: .....

Title: .....

Signature: .....

Date: .....

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## PRACTICE EDUCATION MANAGER (SOCIAL WORK)

Name: .....

Signature: .....

Date: .....