



COURSE OUTLINE

SWK305 Human Services Placement 2

Course Coordinator: Anna Spencer (aspencer@usc.edu.au) **School:** School of Law and Society

2021 | Semester 2

USC Sunshine Coast
USC Fraser Coast

ON CAMPUS

Most of your course is on campus but you may be able to do some components of this course online.

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

Human Services Placement 2 builds on the first placement, providing the final opportunity to link human services theory to a practice context, emphasising the development of your practice framework. You will integrate and extend the application of knowledge and skills through more direct involvement in practice settings within human services. You will contribute to the normal practice of the agency, and critically reflect on your experience in terms of theory, knowledge and skills bases for practice and articulate your on-going learning and development needs in these areas.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
ON CAMPUS			
Tutorial/Workshop 1 – On campus Workshop - 3 Hours in Semester Break Week	3hrs	Refer to Format	Once Only
Placement – On campus Pre-Placement Seminar - 7 Hours in the week before O Week	7hrs	Pre-semester/trimester/session	Once Only
Fieldwork – Fieldwork - 250 Hours	250hrs	Orientation week	Once Only

1.3. Course Topics

Ethical and professional conduct in practice context

Applied theory to practice context

Critical Reflection and assessment in practice context.

2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

3. What is the unit value of this course?

24 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers

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On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Australian Association of Social Workers
<p>1 Develop, articulate, assess and evaluate learning goals in a professional practice setting using human services theory, skills, knowledge and values</p>	Engaged	<ul style="list-style-type: none"> 1 - Values and ethics 1.1 - Practise in accordance with the AASW Code of Ethics 1.2 - Manage ethical dilemmas and issues arising in practice 2 - Professionalism 2.1 - Represent the social work profession with integrity and professionalism 2.2 - Behave in a professional manner and be accountable for all actions and decisions 3 - Culturally responsive and inclusive practice 3.1 - Work inclusively and respectfully with cultural difference and diversity 3.2 - Respect and strive to understand and promote the rights of Aboriginal and Torres Strait Islander peoples and their cultures 4 - Knowledge for practice 4.1 - Understand higher level systemic influences on people with respect to area of practice 4.2 - Understand and articulate social work and other relevant theories and concepts 4.4 - Understand and articulate how and when theories, knowledge bases and knowledge sources inform practice 5 - Applying knowledge to practice 5.1 - Assess and analyse needs to inform practice 5.2 - Work collaboratively 5.3 - Use a range of social work methods and techniques appropriate to the area of practice 5.4 - Apply critical and reflective thinking to practice 6 - Communication and interpersonal skills 6.1 - Communicate with a diverse range of people 6.2 - Communicate the details and nature of the service offered to people 6.3 - Work with others in a team environment 6.4 - Use information technology to communicate and provide services 7 - Information recording and sharing 7.1 - Record and manage information appropriately 7.2 - Keep and maintain information in accordance with ethical principles and relevant legislation 8 - Professional development and supervision 8.1 - Actively participate in professional supervision 8.2 - Engage in continuing professional development

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
<p>On successful completion of this course, you should be able to:</p> <p>2 - Articulate and apply human services theory, skills, values, ethics and confidentiality in a human services agency.</p>	<p>Engaged</p>	<p>8.2 - Where appropriate, contribute to the professional development of others</p> <p>Australian Association of Social Workers</p> <p>1 - Values and ethics</p> <p>2 - Professionalism</p> <p>3 - Culturally responsive and inclusive practice</p> <p>4 - Knowledge for practice</p> <p>5 - Applying knowledge to practice</p> <p>6 - Communication and interpersonal skills</p> <p>7 - Information recording and sharing</p> <p>8 - Professional development and supervision</p>
<p>3 - Assess and analyse workplace learning opportunities using a critical reflective lens on your own practice and values.</p>	<p>Engaged</p>	<p>5.4 - Apply critical and reflective thinking to practice</p> <p>8 - Professional development and supervision</p> <p>8.1 - Actively participate in professional supervision</p>
<p>4 - Develop positive working relationships applying Human Services knowledge with colleagues, clients and industry, respecting cultural diversity, gender and disability.</p>	<p>Engaged</p>	<p>3 - Culturally responsive and inclusive practice</p> <p>3.1 - Work inclusively and respectfully with cultural difference and diversity</p> <p>3.2 - Respect and strive to understand and promote the rights of Aboriginal and Torres Strait Islander peoples and their cultures</p> <p>6 - Communication and interpersonal skills</p> <p>6.1 - Communicate with a diverse range of people</p> <p>6.2 - Communicate the details and nature of the service offered to people</p> <p>6.3 - Work with others in a team environment</p> <p>6.4 - Use information technology to communicate and provide services</p> <p>7.1 - Record and manage information appropriately</p> <p>7.2 - Keep and maintain information in accordance with ethical principles and relevant legislation</p>
<p>5 - Undertake professional practice in accordance with ACWA Field Placement Requirements and Code of Ethics.</p>	<p>Ethical</p>	<p>1 - Values and ethics</p> <p>1.1 - Practise in accordance with the AASW Code of Ethics</p> <p>1.2 - Manage ethical dilemmas and issues arising in practice</p> <p>2 - Professionalism</p> <p>2.2 - Behave in a professional manner and be accountable for all actions and decisions</p>

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

Enrolled in Program AR372 or AR303 and completed 144 units in these Programs

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

SCS274

5.4. Specific assumed prior knowledge and skills (where applicable)

To enable enrolment in SCS274, you are required to enrol in courses which address community development and social action in a globalised world; and provide a critical examination of a range of human service delivery models in a range of organisational settings working with individuals with complex needs.

6. How am I going to be assessed?

6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

6.2. Details of early feedback on progress

Feedback on process will be delivered at key points in the placement experience. Early feedback on the design of the student learning agreement assessment will be provided in the liaison meeting in the first 3- 4 weeks of placement. Mid placement review, by supervisor and student will provide early feedback on student performance at the mid-way point of placement or 125 hours.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Placement performance	Individual	250 Hours of Verification Learning Agreement - Set template involving 5-10 pages. Mid/Final Placement assessment report. Set template involving 5-10 pages	Refer to Format	Online Assignment Submission
All	2	Code of Conduct	Individual	Pre-Placement completed prior to commencing placement. Professional conduct for the duration of placement.	Throughout teaching period (refer to Format)	In Class
All	3	Oral and Written Piece	Individual	Narrative Storying reflection task. Key Selection Criteria - 2 to 4 pages	Refer to Format	Online Assignment Submission

All - Assessment Task 1: Human Services Field Education Performance

GOAL:	To undertake 250 hours of professional practice in the Human Services field.
PRODUCT:	Placement performance
FORMAT:	<p>Submit: Signed Verification of hours to be uploaded at the end of placement. Draft Learning Agreement due by week 3 of your placement. Mid placement assessment report due at 125 hours. Final Placement assessment report due at the end of placement.</p> <p>Students are to complete 250 hours of verification guided by your Learning Agreement. Your attendance will be recorded on the Hours Verification Sheet and approved by the Agency Supervisor. Your professional performance will be assessed against the ACWA Field Placement requirements and Code of Ethics in your mid/final placement assessment report.</p> <p>Your Learning Agreement will be developed in consultation with your Agency Supervisor(s) and Liaison Officer. The purpose of the Learning Agreement is to plan and guide students' learning mapped against the ACWA Field Placement requirements and Code of Ethics. The Learning Agreement, which is a set template involving 5-10 pages, clearly outlines the students' goals, tasks, and methods for achieving outcomes across assessment areas and therefore provides a platform for negotiating if problems arise in relation to the students' progress or achievement.</p> <p>The Learning Agreement is an important document in that it formalises the relationship and understanding between the student, the Agency Supervisor and the university. It is a tool used extensively in supervision to monitor student progress.</p> <p>The Learning Agreement is developed in three stages. Stage one: the initial draft to be uploaded for your USC Liaison Officer at end of week 3 for formative feedback.</p> <p>Stage two: the agreement is finalised after the liaison visit with the Agency Supervisor and the student in approximately week four or five.</p> <p>Stage three: the completed Learning Agreement that includes the learning outcomes is submitted to the Liaison Officer with the Field Education Assessment Report and the Hours Verification in the last week of placement.</p> <p>Details of the Learning Agreement, including the required format is provided to you separately in your Field Education Manual and as a template on Sonia. You are expected to consult with your Agency Supervisor in the agency in the development of this plan and also with the University Field Education staff should you need further assistance.</p> <p>Your professional performance will be assessed in the mid/final placement assessment report with your Agency Supervisor(s) and Liaison Officer.</p> <p>Individual to demonstrate a number of competencies based on the ACWA Field Placement requirements and Code of Ethics and include learning objectives that relate to the following areas of professional practice:</p> <ul style="list-style-type: none">• Value and Ethics• Professionalism• Cultural responsive and inclusive practice• Knowledge of practice• Applying knowledge to practice• Communication and interpersonal skills• Information recording and sharing• Professional development and supervision <p>Details relating to the learning objectives are further articulated in the assessment criteria below and additional details are provided in the Field Education Assessment Report.</p> <p>Placement Assessment Report format</p> <p>The Agency Supervisor will provide a report detailing your performance throughout the placement. The format of the report is in your Field Education Manual and a copy of the template will be available via Sonia. Your Agency Supervisor will also receive a copy of this manual. You are required to discuss this report as part of a mid-placement review with your Agency Supervisor. This report is to be submitted to the University Liaison Officer at the end of placement. The report will provide a recommendation regarding your performance, with the final result being the responsibility of the Course Coordinator.</p>

CRITERIA:

No.		Learning Outcome assessed
1	Demonstrate and articulate the human service theory and skills underpinning the ethical considerations of practice.	1 2 3 5
2	Demonstrate and articulate the human service knowledge, skills and ethics relevant to ensuring professional practice.	2 3 4 5
3	Demonstrate the application and articulation of human service knowledges, skills and ethics relevant to ensuring culturally responsive and inclusive practice	1 3 4
4	Demonstrate the application and articulation of human service knowledges, skills and ethics relevant to ensuring evidenced based practice.	1 3
5	Demonstrate the application and articulation of communication and interpersonal skills relevant to ensuring client centered and ethical practice.	1 2 3 4 5
6	Demonstrate the application and articulation of human service knowledges, skills and ethics relevant to ensuring safe and appropriate recording and sharing of information.	2 3
7	Demonstrate commitment to professional development and supervision	1 3

All - Assessment Task 2: Code of Conduct

GOAL:	To undertake your professional practice while on placement in accordance with ACWA Field Placement requirements and Code of Ethics, together with your agency's code of conduct and the student code of conduct at the University of the Sunshine Coast.	
PRODUCT:	Code of Conduct	
FORMAT:	<p>Submit: Pre-place to be completed prior to commencing placement</p> <p>You will be assigned a University Liaison Officer from the University who will provide you with specific support throughout your placement, including undertaking at least one liaison visit. The field education manual outlines the process for dealing with difficulties on placement and these must be adhered to in order to avoid failure in this course. Remember, this course is designed to assess your ability to work as a professional in your chosen field, and your conduct as outlined in these procedures is an integral part of this assessment. If you have any problems with the teaching or assessment of this course, raise these problems with the Course Coordinator.</p> <p>The university will be assessing and awarding the grade with the Agency Supervisors advice considered as part of the process.</p> <p>As part of your placement you are required to complete 250 hours of verification.</p> <p>To be eligible to pass, you are required to complete the placement satisfactorily according to the criteria below.</p> <p>See your Field education manual and Student Placement Agreement for your student Code of Conduct.</p> <p>This is a three way process and requires input from the student, Agency Supervisor and liaison officer (USC field education).</p> <ul style="list-style-type: none"> - Student to be familiar with code of conduct (ACWA, USC and agency) - Agency to provide induction to agency code of conduct and inform student of breaches - USC to inform student of ACWA and USC code of conduct and discuss examples during Integration sessions. <p>USC Placement breakdown procedure to be implemented where appropriate. Please refer to field education manual for placement breakdown process.</p> <p>Prior to commencing placement you will need to successfully complete of Pre-place introduction. This is located on Sonia.</p> <p>The student Code of Conduct and the ACWA Code of Ethics will be covered during the Integration session before you commence placement. You will also be required to sign a Student Placement Agreement before commencing placement.</p> <p>Alternative arrangements will be made for students with extenuating circumstances who cannot complete the integration seminars to enable them the opportunity to complete this components of the course. Appropriate supporting documentation must be provided as evidence of extenuating circumstances to the field education coordinator.</p>	
CRITERIA:	No.	Learning Outcome assessed
	1 Behaviour that is in accordance with the ACWA Field Placement requirements and Code of Ethics	1 2 3 4 5
	2 Adherence to the placement agency code of conduct	1
	3 Adherence to the USC Student Code of Conduct	1 5
	4 Completion of the required 250 hours of verification	1

All - Assessment Task 3: Critical Reflective Assessment task

GOAL:	To critically reflect on your professional and ethical human services practice	
PRODUCT:	Oral and Written Piece	
FORMAT:	<p>Submit: Narrative Storying Reflection Task - during mid-semester Integration. Key Selection Criteria - 2 to 4 pages.</p> <p>You are encouraged to keep a diary throughout your placement. In your diary you will record and reflect upon your experiences in the field, including your interactions with staff and clients, the issues and situations you encounter and how your theoretical frameworks informs your practice. This diary will inform your final piece of assessment, which commences with a presentation during the Integration session throughout the semester. This presentation is in the form of a Narrative 'Storying' Group Reflection. Your learning from this presentation can then be used to form part of your Key Selection Criteria that positions yourself as a human services worker equipped to fulfil the proposed role within the agency. The Key Selection Criteria will provide evidence on how you have integrated your theoretical understandings into your practice framework. You will be able to choose a Key Selection Criteria of your choice.</p> <p>The areas that should be covered include:</p> <ul style="list-style-type: none"> • your observations on the nature of the organisation's work including aims of the agency; • the client or consumer services provided by the agency; • staffing profile and the work area you were placed in; • your tasks; • significant learning experiences in relation to your knowledge, skills and values; • how theory informed your understanding of practice; • identify your future learning goals. <p>To develop your Key Selection Criteria, you will need to refer to previous courses to draw upon human services skills, knowledge and theoretical understandings, and also to read relevant material provided. You will need to research the agency/position to show you have an understanding of relevant issues and context relating to the position.</p>	
CRITERIA:	No.	Learning Outcome assessed
	1	Demonstrate an understanding of the organisational context of practice and the application and reflection of theory and frameworks within the context of your work in the agency. 1 2 3
	2	Provide evidence of how your skills and knowledge developed during the fieldwork placement. 1
	3	Provide relevant, detailed examples of your professional practice. 1
	4	Clearly presented Key Selection Criteria, which will be organised and logically ordered. 1 2 4 5

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site— Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

8.2. Specific requirements

Nil

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2. Assessment: Additional Requirements

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of the USC.

In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.5. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.6. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.7. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.8. General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au