

This Pre-Placement Checklist should be read in conjunction with the [CEPSW Work Integrated Learning FLO Site](#) and *Pre-Placement Calendar*. The checklist contains three sections: *InPlace Student Information*, *Compliance*, and *Interview Preparation*.

## 1 - Social Work Student Information – InPlace – Due 27 October 2023

Matching is complex as each needs to meet a range of requirements including:

- Learning outcomes
- The Australian Association of Social Worker (AASW) requirements
- Host agency requirements and expectations

To assist us in matching you with a suitable placement, we ask you to complete a range of information via InPlace. Some information you provide will determine which placement you can be matched with. Some information will be used to assist in finding the best match, but will not necessarily include, or exclude you from any particular placement. It is your responsibility to update this information before the due date.

You will also need to update your Semester Address and current mobile number on the Student Information System. Student residential addresses are considered during the matching process, but the WIL team may not be able to rematch you to another placement if you inform us of a new address after matching.

Your student information needs to be updated before **both** the first and final placement. To locate on InPlace, scroll past the Compliance Information on your InPlace profile to the section titled '**EPSW – Social Work Student Information**'. You will find the questions listed below '*STUDENT: Information required for your Placement*':

Requirement	Detail	Complete
Student Declaration	Acknowledge you understand placement allocation will ensure it meets the Australian Association of Social Workers (AASW) requirements. This means we are not able to approve placement requests that do not meet these criteria.	<input type="checkbox"/>
Drivers Licence Status	You will be matched with a placement host according to whether they require a driver's licence or not.	<input type="checkbox"/>
Vehicle Access during Placement	You will be matched to a placement based on your ability to travel to the venue and/or the agency requirement to have access to transport during placement.	<input type="checkbox"/>
Previous Educational Qualifications	Assists with the matching process, especially where agencies request specific placement requirements or areas of expertise.	<input type="checkbox"/>
Spoken Languages	In some cases, you may be matched with an agency who requests students with other spoken languages.	<input type="checkbox"/>
Relevant Volunteer and Work Experience	It is not essential to have any relevant previous volunteering or work experience. If you do, it can help in matching, but this information will not be used to disadvantage any students.	<input type="checkbox"/>
Exceptional Circumstances	Please include any extenuating circumstances which may affect your ability or suitability to complete placement within a certain placement area. This is not compulsory, and you may speak directly with your Topic Coordinator about this, or you can speak with Health and Counselling to see how the University can help you accommodate these circumstances in conjunction with your studies.	<input type="checkbox"/>

	<p>For example, you may require an access plan which includes accommodations for placement. You do not need to disclose your reasons for having an access plan – the WIL team only need to know the accommodations required for placement.</p> <p>Health, Counselling &amp; Disability Services:  <a href="https://students.flinders.edu.au/support/hcd">https://students.flinders.edu.au/support/hcd</a></p>	
SA Health Declaration	By selecting “Yes” you agree to completing the SA Health Compliance items if you are placed within an SA Health host agency.	<input type="checkbox"/>
Additional Information	An opportunity to provide any further information to the WIL Support Team that might help them to best match you. Please note that we are unable to accept requests for specific agencies due to the complex nature of matching.	<input type="checkbox"/>
Placement Practice Focus/Target Population	Identify preferences for your placement experience. Noting that areas of interest are only a guide and not a guarantee of where you will be placed.	<input type="checkbox"/>
Apply for a Rural Placement	<p>Students can express interest in a rural placement by ticking the 'Apply for a Rural Placement' box on InPlace and submitting the application form found on the CEPSW Work Integrated Learning FLO Site.</p> <p>Rural placement availability is determined by the number of offers made by host organisations. Expressing an interest in a rural/remote placement does not guarantee you will be matched to a rural/remote placement.</p>	<input type="checkbox"/>
Apply for a Workplace-Based Placement (WBP)	<p>If you already work in a social work setting, you may be able to apply to complete your placement with your existing employer. Please ensure you understand the <a href="#">AASW requirements for work-based placements</a>, you have spoken to your employer, and they have agreed to host you (see the WBP Form and information on the FLO site) <b>before</b> selecting “yes” to a work-based placement.</p> <p>Please note, you will not be included in the general matching process if you indicate you will be completing your placement in your workplace.</p>	<input type="checkbox"/>
Apply for an Interstate Placement	<p>If you are currently residing outside of South Australia (SA) and do not want to be matched to a placement in SA you will need to let us know and access the interstate-based placement information on the FLO site, including the application form.</p> <p>Please note, you will not be included in the general matching process if you indicate you will be completing your placement interstate.</p>	<input type="checkbox"/>
First Placement: Agency Information	If you are undertaking your final placement, please complete this section, confirming the host agency details of your first placement.	<input type="checkbox"/>
First Placement: Supervisor Information	If you are undertaking your final placement, please complete this section, confirming whether you were supervised by an onsite social worker for your first placement.	<input type="checkbox"/>

## 2 – Compliance – Due 24 November 2023

Compliance checks are required by both the University and your host organisation. They exist to protect you and the people you work with on placement. You cannot start placement until you have completed all your compliance requirements and they have been verified by the Work Integrated Learning (WIL) Support Team.

### What you need to do

- [Understand the compliance requirements](#)
- Undertake any tests, training, immunisations, etc., before placement.
- Submit your documents to WIL via [InPlace](#) by the required deadline.

It is essential that you start the compliance process **as early as possible** to ensure you are ready in time for your placement.

Requirement	Detail	Complete	Expiry
<i>Compulsory University pre-placement requirements (all students)</i>			
Fitness for placement declaration	Declare your fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace. Let the University know if you have an access plan.	<input type="checkbox"/>	End of placement
Student consent for placement	Read and acknowledge the relevant essential conditions around student <a href="#">consent for placement</a> using the applicable form.	<input type="checkbox"/>	None
Intellectual property	Watch the <a href="#">IP counselling video</a> and read the student IP declaration, then acknowledge your understanding in InPlace.	<input type="checkbox"/>	None
Emergency contact details	Confirm your emergency contact details are up to date in the <i>Student Information System</i> .	<input type="checkbox"/>	None
Police Check	Provide a <a href="#">Nationally Coordinated Criminal History Check</a> . Must include 'Unsupervised Contact with Vulnerable Groups' and be located in Aged/Health Care Sector.	<input type="checkbox"/>	3 years

There are additional compliance requirements based on the geographic location of your placement. For interstate placements (placements NOT in South Australia) please confirm acceptable compliance with the WIL Support Team if you are unsure.

*Please note that if you are on a work-based placement you must still comply with the state-based compliance requirements before you can commence placement.*

Requirement	Detail	Complete	Expiry
<i>Additional compliance requirements (all South Australia placements)</i>			
Working with Children Check	We will initiate this check on your behalf. <a href="#">DHS</a> will then email you - follow the instructions in the email to complete the process. Upload evidence of your clearance to InPlace.	<input type="checkbox"/>	5 years
Aged Care Sector Check	We initiate this check on your behalf. <a href="#">DHS</a> will then email you - follow the instructions in the email to complete the process. Upload evidence of your clearance to InPlace.	<input type="checkbox"/>	3 years
Safe Environments Certificate	Complete a <a href="#">safe environments training session</a> and upload your certificate to InPlace.	<input type="checkbox"/>	3 years
<i>Additional requirements (all interstate placements)</i>			
State-based Working with Children Clearance	Different states and territories have their own clearances required for working with children. Please refer to instructions from the WIL Support Team if you don't already have a clearance relevant to your placement location.	<input type="checkbox"/>	TBC
State-based Mandatory Reporting	Different states and territories have their own mandatory reporting requirements. Please refer to instructions from the WIL Support Team if you don't already have a clearance relevant to your placement location.	<input type="checkbox"/>	TBC

Please only complete the following requirements **if** instructed to do so by the WIL Support Team. We will make sure there is enough time to meet all these requirements before your placement starts.

Requirement	Detail	Complete	Expiry
<i>School-based placements compliance requirements</i>			
RRHAN-EC	Complete the <a href="#">Responding to Risks of Harm, Abuse and Neglect: Fundamentals Course</a> and upload a copy of the completion certificate to InPlace.	<input type="checkbox"/>	Date on certificate
<i>SA Health placements compliance requirements</i>			
Immunisation compliance certificate	See a GP to complete and document the necessary immunisation requirements on the <a href="#">Immunisation Compliance Certificate</a> . Upload to InPlace and inform WIL of updates or complications. <i>*Valid indefinitely unless the responses have changed</i>	<input type="checkbox"/>	None*
SA Tuberculosis Services Screening Clearance	Read the <a href="#">Tuberculosis Services clearance information pack (PDF)</a> and complete the online <a href="#">SA Tuberculosis Service screening questionnaire</a> . <b>IMPORTANT:</b> Some vaccinations can interfere with the blood test that is used to screen for Tuberculosis. For this reason, you should delay any vaccinations until AFTER you have been cleared by SA TB Services, or until you have received your IGRA test results. Upload confirmation email or screening clearance to InPlace. <i>*Valid indefinitely unless the questionnaire responses have changed</i>	<input type="checkbox"/>	None*
SA Health Better Placed Deed Poll	Students will have access to a range of confidential information whilst attending a placement and need to be familiar with and understand the relevant requirements of maintaining confidentiality. Students must read, understand and sign the <a href="#">SA Health Deed Poll</a> . Upload signed form to InPlace.	<input type="checkbox"/>	None
CPR Certificate	Attend and complete a <a href="#">practical training course</a> that is compliant with (or equivalent to) the <i>HLTAID009 - Provide CPR</i> standard. Acceptable evidence includes a certificate of completion or a letter on company letterhead stating student name and the date of completion.	<input type="checkbox"/>	1 year
EMR (Sunrise) Training	Complete the <a href="#">Sunrise EMR and PAS eLearning for Students</a> on FLO. Access your FLO page and locate the current year module located in your additional tab section. All parts of each module must be completed before commencing the module assessment. To pass the course, you need to score a minimum of 80% in the assessment. Acceptable evidence is a screenshot showing student name <b>and</b> confirmation of completion with score.	<input type="checkbox"/>	1 year
Influenza Vaccination certificate	Receive the current season influenza vaccination from an immunisation provider. Take this <a href="#">Influenza Vaccination Certificate</a> with you to record your vaccination.	<input type="checkbox"/>	Yearly
COVID-19 Vaccination	Provide evidence of your COVID-19 vaccination status. 3 doses (2 + booster) are the minimum required.	<input type="checkbox"/>	None
Face Mask Fit Testing	If you already have a mask fitting, please load evidence. For students needing testing, you will be provided instructions for booking via email. <i>*In cases of face shape / features changing, test should be re-done.</i>	<input type="checkbox"/>	None*

Requirement	Detail	Complete	Expiry
<i>Aged Care placements compliance requirements</i>			
Hand Hygiene Certificate	Register online with <a href="#">National Hand Hygiene Initiative (NHHI)</a> and complete the <i>Hand Hygiene for clinical healthcare worker</i> . A certificate is provided upon completion.	<input type="checkbox"/>	1 year
Influenza Vaccination certificate	Every current influenza season receive an influenza vaccination from an immunisation provider. Take this <a href="#">Influenza Vaccination Certificate</a> with you to record your vaccination.	<input type="checkbox"/>	Yearly
COVID-19 Vaccination	Provide evidence of your COVID-19 vaccination status. 3 doses (2 + booster) are the minimum required.	<input type="checkbox"/>	None
<i>NDIS placements compliance requirements</i>			
NDIS Workers Check	Initiate your NDIS Workers Check through the <a href="#">DHS Website</a> and load evidence into InPlace.	<input type="checkbox"/>	5 years
<i>Other additional compliance – As instructed, e.g.:</i>			
COVID-19 Vaccination	Provide evidence of your COVID-19 vaccination status. 3 doses (2 + booster) are the minimum required.	<input type="checkbox"/>	None

If you are unable to meet the deadline for any reason you must complete the [online extension request form](#).

You are eligible to apply for a compliance extension in the following circumstances:

- You have taken reasonable steps to complete the requirements on time and/or
- Circumstances beyond your control have prevented you from meeting the deadline.
- You can provide evidence of your progress to support your request and/or
- Evidence of exceptional circumstances.

If you require an extension on multiple items, you will need to complete this form multiple times.

### 3 – Prepare for Placement Interview – *Beginning from 15 January 2024*

All social work students who have been matched to an agency by the WIL Support and Academic Team will be required to complete an interview before the match is confirmed.

You will receive an email from the WIL Support Team providing details of the match and instructions on how to confirm your interview with your host agency. The host agency will confirm their acceptance of the match following the interview. Some students may be instructed to reach out to the agency, while others will be asked to wait for the agency to contact them.

If the host agency feel you may not be a good match following the interview, you will be provided with instructions from the WIL Support Team on how you will be matched to another host. **Students who are unsuccessful at a second interview, will not be matched to a third placement offer.**

By preparing carefully for the interview you will improve your chance of a successful interview and being accepted by host agency. Review the [Placement Interview Guide](#) on the [CEPSW Work Integrated Learning FLO Site](#) to help you prepare.

#### Placement Interview Guide

Action	Detail	Complete
Resume	Update a copy of resume and if you have any referees, ensure they are aware that you are interviewing for placement.	<input type="checkbox"/>
Email Signature	Ensure you have set up an email signature in your Flinders University email account.	<input type="checkbox"/>
Introduction Email	Familiarise yourself with the expectations for professional emails. Confirm what you need to bring to the interview.	<input type="checkbox"/>
Follow-up	If you haven't received an email reply 3-4 working days later, follow up with a telephone call.	<input type="checkbox"/>
Prepare answers	<p>Write out answers to questions that you might be asked in your interview:</p> <ul style="list-style-type: none"> <li>• What is your understanding of this [practice area] sector?</li> <li>• What do you know about this agency's services?</li> <li>• What interests you about the work of this agency?</li> <li>• Why do you want to be a social worker?</li> <li>• What do you think of the role of the social worker in this practice area?</li> <li>• What are you hoping to learn from placement?</li> <li>• Tell us about yourself?</li> <li>• What do you consider are your strengths and weaknesses? How do you compensate for your weaknesses?</li> <li>• What topics and theories have you studied so far that could be helpful for your placement?</li> <li>• How would you deal with [practice area specific] challenging situation? E.g., a difficult, uncomfortable, or ethically compromising situation.</li> <li>• What work and/or volunteer experience do you have? <ul style="list-style-type: none"> <li>○ If you lack experience, think about what people skills or learnings can counter-balance insufficient experience.</li> </ul> </li> <li>• How do you work in a team?</li> <li>• What days are you available to attend placement?</li> <li>• Do you have any questions for us [the agency]? <ul style="list-style-type: none"> <li>○ Details about the placement and learning activities.</li> <li>○ Expectations of students, such as attendance.</li> <li>○ Who will be your supervisor or main point of contact.</li> <li>○ The qualities or skills the agency is looking for in a student.</li> </ul> </li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>○ How long it will take for the agency to decide on the placement offer.</li> <li>○ What skills or qualities are required to succeed in the placement.</li> </ul>	
Reflect	<p>The following considerations will be of interest to your interviewer/s:</p> <ul style="list-style-type: none"> <li>● Whether you have sufficient experience and/or maturity to deal with a challenging placement.</li> <li>● What you have learnt from your academic topics and how to articulate this.</li> <li>● Your written and verbal comprehension skills – some agencies will expect students to do a written assessment as part of the interview process.</li> <li>● Your knowledge of the Australian Human Services context.</li> <li>● Your capacity to undertake initiative and work with a reasonable degree of autonomy.</li> <li>● Your ability to understand and follow instructions.</li> <li>● How well you engage with active listening and communication with clients. Consider if you may be overly directive with clients, e.g., by offering advice, suggestions, ‘solving’ problems or deciding what is best for them.</li> <li>● Your ability to exercise professional discretion and unbiased judgement. Being mindful of one’s own prejudices, value conflicts or judgemental views about clients.</li> <li>● What it means to be a social worker in the agency’s field of context.</li> </ul>	
Plan the day before	<ul style="list-style-type: none"> <li>● Research the traffic route to the agency and plan to arrive 15-20 minutes early. Check to see if there is parking nearby if you are driving.</li> <li>● Plan your outfit. Wear clothing that is appropriate to the organisation, and ensure it is clean, professional, and tidy. Overall, appear groomed and thoughtful about your appearance.</li> <li>● Pack your bag – bring your resume and any other documents requested by the agency. Remember to bring a bottle of water – talking makes you thirsty.</li> <li>● Get a good night’s sleep.</li> </ul>	

If the placement agency does not accept you for placement, please notify the WIL team as soon as possible: [swplacements@flinders.edu.au](mailto:swplacements@flinders.edu.au). You can ask for feedback about your interview from the agency, but please do not ask the agency to change their mind or argue with the interviewer/s. Following an interview failure, the student will meet with the Academic Field Education Coordinator to debrief about the interview and help prepare for the next interview. ***Students who are unsuccessful at a second interview, will not be matched to a third placement offer.***