

SOCIAL WORK STUDENT PRE-PLACEMENT CHECKLIST

This Checklist is designed for Flinders University Students undertaking a Social Work degree. The checklist outlines the compulsory pre-placement requirements and processes leading up to a field placement.

It is important that students continuously check their student email account for important information from the WIL and Field Education Teams

Action Required	Information	<input type="checkbox"/> Completed
Enrolment		
Enrol in the Field Education Placement topic as soon as possible	Student System Enrolment available: https://stuadmin.flinders.edu.au/	<input type="checkbox"/> Enrolled
Update your details for the current semester on the Student System	Ensure your residential and contact details are current in the 'Semester Section' of the Student System. This is very important as our placement program uses this information.	<input type="checkbox"/> Checked and updated (if necessary) Semester contact details on Student System
Field Education Information and Pre-placement Criteria		
Read the Student Charter on Professional Conduct for Student Social Workers	Form: Charter on Professional Conduct on FLO in Pre-Placement Information folder	<input type="checkbox"/> Read
Review Compulsory Pre-Placement Information Session on FLO	FIRST PLACEMENT STUDENTS: Review pre-placement online information session	<input type="checkbox"/> Pre-placement Information Session reviewed
Attend Pre-Placement Criteria Information Session to complete criteria	FIRST PLACEMENT STUDENTS: Attend online pre-placement criteria sessions. FINAL PLACEMENT STUDENTS: Complete Pre- Placement criteria on InPlace. Attend online pre-placement criteria session if helpful.	First placement: <input type="checkbox"/> Attended criteria information session All students: <input type="checkbox"/> Completed placement criteria
Recognition of Prior Learning & Work based Placement applications		
<i>**Applicable only to students with significant prior experience (RPL) and current employment (WBP) in human service organisations **</i>		
Applying for Recognition of Prior Learning (RPL)	If applying for Recognition of Prior Learning (RPL), have you submitted your application?	<input type="checkbox"/> Submitted to Ask Flinders
Apply for a Work Based Placement	If applying for a Work Based Placement, have you submitted your application?	<input type="checkbox"/> Submitted to swplacements@flinders.edu.au

Action Required	Information	<input type="checkbox"/> Completed
	Work based Placement Information Sheet	
Compulsory Compliance Requirements – All students		
Complete Compulsory Compliance Items on InPlace <i>**When accessing via links provided you may need to click 'continue' to enter site**</i>	Detailed document available on FLO in the Compulsory Student Compliance Information folder and the SW Compliance Website	<input type="checkbox"/> Completed all check boxes & uploaded all documents on InPlace
Additional Compliance Requirements for specialised placements <i>**Not applicable to all students**</i>		
SA Health Placement <i>**When accessing via links provided you may need to click 'continue' to enter site**</i>	Students matched to an SA Health placement are required to complete additional compliance items. A detailed document outlining these items is available on FLO in SA Health Placements folder Information is also available on the SW Compliance Website	<input type="checkbox"/> Completed & uploaded all additional SA Health compliance items InPlace
School/Education Placement <i>**When accessing via links provided you may need to click 'continue' to enter site**</i>	Students matched to an Educational/school setting are required to complete RRHAN-EC training in addition to the compulsory items. Information is available on FLO in Students Placed in Schools Settings Folder	<input type="checkbox"/> Completed and Uploaded RRHAN-EC certificate to InPlace
Preparing for interview		
Action Required	Information	<input type="checkbox"/> Completed
Prepare for your placement interview <i>**When accessing via links provided you may need to click 'continue' to enter site**</i>	<i>Students are strongly advised to begin preparing the documents below before they are matched to a placement and then tailor this information to the placement agency</i> Review the documents in the Placement Interview Guidelines Module on FLO. Create professional email signature via Outlook Update your draft resume/CV (follow the example in Placement Interview Guidelines Module) Prepare introductory expression of interest email to your agency, follow the example in the Placement Interview Guidelines Module	<input type="checkbox"/> Read this Information <input type="checkbox"/> Email signature created <input type="checkbox"/> Created Resume <input type="checkbox"/> Introductory email created

Action Required	Information	<input type="checkbox"/> Completed
You have received your Matching Notification Email.		
Check placement details <i>**Students will receive notification's on different dates because the placement matching process is undertaken over a number of months**</i>	Upon receipt of your Placement Matching Notification email, complete the tasks outlined in this check list and check your placement details on InPlace.	<input type="checkbox"/> Received <input type="checkbox"/> In Place checked
FOLLOW the directions on your Placement Matching Notification Email Only contact your agency if you have been directed to do so on your matching notification email.	If you have been directed to contact the agency you must email within <u>THREE</u> business days of receiving the notification to make an interview time. Ensure that your email is a properly constructed introductory expression of interest email with a professional email signature and relevant documents attached: <ul style="list-style-type: none"> • DHS x 3 clearance emails • Nationally Coordinated Criminal History Check (NCCHC) certificate • Safe Environments certificate • Current resume/CV 	<input type="checkbox"/> I have been directed to contact the agency on my Matching Notification email. <input type="checkbox"/> Documents attached to Email <input type="checkbox"/> Email sent to agency within three days of receiving notification
Prepare your documents and questions to take to Interview <i>**When accessing via links provided you may need to click 'continue' to enter site**</i>	Prepare hard copies of your documentation to take to the interview: <ul style="list-style-type: none"> • DHS x 3 clearance emails • Nationally Coordinated Criminal History Check (NCCHC) certificate • Safe Environments Certificate • Current resume/CV Placement Schedule – take a copy of the placement schedule to your placement interview to complete with your interviewer/s. Available in the Placement Documents & Information Folder on FLO. Prepare questions to ask your interviewer/s about their placement agency - follow the instructions in the Placement Interview Guidelines Module	<input type="checkbox"/> Documents printed for interview <input type="checkbox"/> Placement Schedule printed for interview <input type="checkbox"/> Questions prepared
If you are accepted following interview		
Ask a placement venue contact to advise the University	Venue contact to email swplacements@flinders.edu.au confirming start date, roster and Field Education Liaison	<input type="checkbox"/> Emailed sent
If you are not accepted following interview		
Advise us immediately	email swplacements@flinders.edu.au	<input type="checkbox"/> email sent