

SOCIAL WORK FIELD PLACEMENT – VARIATION OF PLACEMENT DAYS

Information and Application Form

SECTION 1: STUDENT DETAILS

Flinders Student ID No: Degree (i.e. MSW/BSW)

Surname: NOTE: All email correspondence will be to your
First Name: Flinders email address only.

SECTION 2: ATTENDANCE VARIATION DETAILS

2.1: Please specify the weekdays and hours you will be available to attend placement (e.g. Monday, Wednesday, Thursday 9am until 5pm each day) and your after-hours availability, where applicable (e.g. available all day Saturday and Monday and Wednesday evenings).

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2.2: Please provide detailed reasons for your request and attach any supporting documents when submitting your application.

Please note: even if approval for a variation is granted, there is no guarantee that a suitable placement will be available.

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SECTION 3: SIGNATURE AND ACKNOWLEDGEMENT

I confirm that I have read the PLACEMENT ATTENDANCE VARIATION EXPLANATION and that the information I have provided is accurate. I understand that submitting this form does not guarantee I will receive an attendance variation. I acknowledge that granting of an attendance variation does not guarantee the availability of a suitable placement.

TYPING YOUR NAME IN THE SIGNATURE BOX AND RETURNING THIS FORM ATTACHED TO AN EMAIL WILL BE ACCEPTED AS YOUR SIGNATURE.

Signature: Date:

Please return the completed form to: swplacements@flinders.edu.au

SOCIAL WORK FIELD PLACEMENT – ATTENDANCE VARIATION EXPLANATION

In exceptional circumstances, the Australian Social Work Education and Accreditation Standards (ASWEAS) allows for students to undertake a placement a minimum of 2 days (15 hours) per week. Placements that are 2 days per week **must** include at least two full-time (5-day) block periods, unless approval is given in line with exceptional circumstances as defined by the ASWEAS.

Examples of exceptional circumstances include:

- Serious health issue, illness or disability which impacts on the student's capacity to attend placement more than two full weekdays per week. Students will be asked to discuss their University Access Plans with the Topic Coordinator or provide medical certificate in these cases.
- Significant carer responsibilities (e.g. a disabled child).

The following are some examples of circumstances which would **NOT** be considered extenuating:

- Other work commitments
- Holidays / Moving house
- Changing jobs
- Not being aware of placement attendance requirements (this information is made available to students prior to accepting offers into the degree)

IMPORTANT: Any request for a variation to placement days will impact on the placements available to approved applicants as the majority of agencies require a minimum placement attendance of four full days per week. As a result, while the Placement Matching Team will make every effort to accommodate an approved placement variation, the availability of a suitable agency cannot be guaranteed.

Application Process

- Complete and return the application on the following page to swplacements@flinders.edu.au
- Attach any supporting documentation to the application
- Once your application has been received, it will be assessed by a member of the Field Education Placement Team and you will be notified of the outcome via email