

Course Outline

Code: SCS273

Title: Human Services Placement 1

School: Social Sciences
Teaching Session: Semester 2
Year: 2019
Course Coordinator: Anna Spencer – aspencer@usc.edu.au
Course Moderator: Dr Kate Jonathan

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 1 provides an opportunity to integrate human services values, theories, knowledge and skills to practice in a practice context. The placement offers you the opportunity to apply reflective and theoretical learning with a 'learner centred' educational emphasis. Human services methods are experienced, knowledge and theories applied and skills developed. Critical reflection on practice and the impact of organisational contexts will be emphasised. This course focuses on understanding the operations of the agency and requires students complete 250 hours of placement.

1.2 Field trips, WIL placements or activities required by professional accreditation

Activity	Details
Placement	250 hours

2. What level is this course?

200 level Developing – Applying broad and/or deep knowledge and skills to new contexts. May require pre-requisites and introductory level knowledge/skills. Normally undertaken in the 2nd or 3rd 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?

Specific Learning Outcomes	Assessment tasks	Graduate Qualities or Professional Standards mapping
On successful completion of this course, you should be able to:	You will be assessed on the learning outcomes in task/s:	Completing these tasks successfully will contribute to:
Develop, articulate, assess and evaluate learning goals in a professional practice setting using human services theory, skill, knowledge and values.	1	Engaged.

Specific Learning Outcomes On successful completion of this course, you should be able to:	Assessment tasks You will be assessed on the learning outcomes in task/s:	Graduate Qualities or Professional Standards mapping Completing these tasks successfully will contribute to:
Demonstrate critical self-reflection on your own practice, values and beliefs and evaluation of human services practice and your understanding of ethical responsibilities	1, 2 and 3	Ethical.
Demonstrate integration of human services theory, knowledge and skills in a human services setting.	1 and 3	Engaged.
Articulate understanding and integration of human services theory and skills in a human services setting, positive, respectful working relationships with clients, colleagues and community members, valuing of others with an understanding of and sensitivity towards cultural diversity, gender and disability, in a group supervision setting	1 and 3	Engaged.
Successfully complete 250 hours of human services practice in a human services setting.	1	Engaged.
Undertake professional practice in accordance with ACWA Field Placement Requirements & Code of Ethics.	1, 2 and 3	Ethical

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 Enrolment restrictions

Must be enrolled in AR372, AR373 or AR303

5.2 Pre-requisites

Must have completed 12 courses in Program AR372, AR373 or AR303.

5.3 Co-requisites

Nil

5.4 Anti-requisites

Nil

5.5 Specific assumed prior knowledge and skills (where applicable)

To enable enrolment in SCS273, you are required to have completed courses that have covered the process of human services skills and theories underpinning the human services framework; theoretical frameworks used to understand people in social contexts; the theoretical underpinning of group work in a Human Services setting; critical postmodernism and working with families; and the ethics and professional practice issues and legal and administrative requirements for Human Services practice.

6. How am I going to be assessed?

6.1 Grading scale

Limited – 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 250hours.

6.3 Assessment tasks

Task No.	Assessment Product	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Placement Performance	Individual	Pass / Fail	250 Hours of Verification Learning Agreement - Set template involving 5-10 pages Mid and Final Placement assessment report. Set template involving 5-10 pages	Signed Verification of hours to be submitted at the end of placement. Draft Learning agreement due by the end of week 3 of your placement Mid-placement report due at 125 hours Final Placement report due at 250hours / the end of placement	Online Assignment Submission
2	Code of Conduct - adherence	Individual	Pass / Fail	Pre Placement completed prior to placement commencing Professional conduct for duration of placement	N/A	In Class
3	Report	Individual	Pass / Fail	Narrative reflection task Process recording - There is a template for the process recording available on Sonia	Narrative Reflection Task - during mid-semester Integration. Process recording - 2 weeks prior to the end of placement	Online Assignment Submission

Note: This is a Limited Grade Course, which is assessed on a Pass / Fail basis. In order to achieve a pass grade for this course, you must pass all learning / assessment tasks. You are therefore required to attend the integration

seminars*, complete your Learning Agreement including Outcomes, Verification of Hours and Assessment Report. See “Assessment Report” below for further details of the required report and procedures.

*Alternative arrangements will be made for students with extenuating circumstances who cannot complete the integration seminars to enable them the opportunity to complete this component of the course. Appropriate supporting documentation must be provided as evidence of extenuating circumstances to the field education coordinator.

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>Individual 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. Stage two: the agreement is finalised after the liaison visit with the Agency Supervisor and the student in approximately week four or five. Stage three: the completed learning agreement that includes the learning outcomes is uploaded for the Liaison Officer with the 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 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

	<ul style="list-style-type: none"> 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 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 the Field Education 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. The report will provide a recommendation regarding your performance, with the final result being the responsibility of the Course Coordinator.</p>
Criteria:	<p>Completion of 250 hours of Verification (signed Verification of Hours) Learning Agreement</p> <ul style="list-style-type: none"> Demonstrated linkage between appropriate theory and knowledge with your tasks while on placement. Articulation of specific learning objectives including theory for practice, skills development and organisational/agency analysis. Demonstration of a collaborative approach with your Agency Supervisor regarding the development of the learning agreement. Articulation of evidence required to demonstrate achievements. Clearly demonstrated achievements. Clear explanation where a goal was not able to be achieved. <p>Gaining success as indicated in the Placement Assessment Report which addresses your values, ethics, skills and knowledge in relation to the following practice areas:</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>These learning outcomes are further articulated in the Mid/Final Placement Assessment Report, and will be tailored to your specific field education placement.</p> <ul style="list-style-type: none"> You will be assessed as relevant to your own particular agency, on your understanding and application of the above learning outcomes. More detailed assessment criteria are in the Assessment Report outlined in the Field Education Manual.

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>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. To be eligible to pass, you are required to complete the placement satisfactorily according to the criteria below.</p>

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	<p>See your Field education manual and Student Placement Agreement for your student <i>Code of Conduct</i>.</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><i>Alternative arrangements will be made for students with extenuating circumstances who cannot complete the integration seminars to enable them the opportunity to complete this component of the course. Appropriate supporting documentation must be provided as evidence of extenuating circumstances to the field education coordinator.</i></p>
<p>Criteria:</p>	<p>Your Agency Supervisor, USC Liaison Officer and Field Education Coordinator will evaluate your standard and quality of your work and make an assessment against the following criteria:</p> <ul style="list-style-type: none"> • Behaviour that is in accordance with the ACWA Field Placement requirements and Code of Ethics; • Adherence to the placement agency code of conduct; • Adherence to the USC Student Code of Conduct • Completion of the required 250 hours of verification. <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>

Assessment Task 3: Critical Reflective Assessment task

<p>Goal:</p>	<p>To critically reflect on your professional and ethical human services practice</p>
<p>Product:</p>	<p>Report</p>
<p>Format:</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 5 minute informal presentation during the Integration session throughout the semester. This presentation is in the form of a Narrative Group Reflection. Your learning from this presentation can then be used to form part of your process recording that positions yourself as a human services worker within the agency and provides a discussion on how you have integrated your theoretical understandings into your practice framework. There is a template for the process recording available on Sonia</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 process recording, you will need to refer to previous courses in which such reflection has been expected, and also to read relevant material provided.</p>
Criteria:	<p>This task will be assessed according to your level of achievement in the following:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the organisational context of practice and the application and reflection of Human Services theory and frameworks within the context of your work in the agency. • Provide evidence of how you have critically reflected upon your skills and knowledge developed during the fieldwork placement. • Provide relevant, detailed and critical content. • Clearly presented process recording which will be organised and logically ordered. • Reference and document evidence through correct use of citations, quotations and reference list (Refer to Harvard referencing guide). Minimum of 3 references. • Use of correct grammar, punctuation, spelling and clear quality of expression.

7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. 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.

Location:	Directed study hours for location:
Sippy Downs	Seminar: 2 days (In the week prior to O week) and 3 hours (mid semester: dates to be advised on Blackboard and may include the mid-semester break week.) Fieldwork: Students must complete 250 hours of verification
USC Fraser Coast	Seminar: 2 days (In the week prior to O week) and 3 hours (mid semester: dates to be advised on Blackboard and may include the mid-semester break week.) Fieldwork: Students must complete 250 hours of verification

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

Please note that 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

Information regarding prescribed texts or other associated resources will be made available on the BlackBoard site prior to commencement of study.

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 as a student 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. It is also your responsibility to familiarise yourself with the University's general health and safety principles by reviewing the [online Health Safety and Wellbeing training module 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

Limited Graded Course:

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

If Limited graded course:

You must contact your Course Coordinator and provide the required documentation if you require an extension or alternate assessment.

10.4 Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to [Student Hub](#).

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 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

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- 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>

10.6 General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **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