



UNSW Course Outline

SOCW3013 Social Work Practice Level 3 Placement B - 2024

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General Course Information

Course Code : SOCW3013

Year : 2024

Term : Term 2

Teaching Period : T2

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of Social Sciences

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

In this course you will apply the theoretical and skills based learning in a practice setting. You will be linked with a qualified social worker in a human services agency offering practice based learning, in accordance with the AASW Practice Standards. This learning experience is supported

by social work supervision promoting critical reflection; it will guide you through a developmental process focusing on knowledge, skills and values relevant to the social work profession. Placement allocation is managed in consultation with you, so that it prioritises your learning goals and professional interests. Placements occur in diverse contexts of practice such as hospitals, state and federal government departments, and non-government community based organisations. Social work interventions may include policy, research, counselling, case work and community work. You will develop general social work skills, transferable to all social work contexts. The placement comprises 23 attendance days (159 hours) and is generally undertaken four days per week from the start of Term 2 until the requisite hours and tasks are completed. The placement is accompanied by a series of Integration Seminars that support and complement your field based learning, with an emphasis on theory-practice integration, critical social work and critical reflection. This course is Part B of your first Field Education placement which started in Term 1 at the same agency with Social Work Practice Level 3 Placement A. At the end of this course grading is finalized for both courses.

Relationship to Other Courses

This SOCW3013 course is Part B of Level 3 Placement and follows SOCW3012 Part A completed in Term 1.

Course Learning Outcomes

Course Learning Outcomes
CL01 : Develop problem solving strategies utilising social work knowledge to determine appropriate methods of intervention with individuals, couples, families, groups and/or communities.
CL02 : Demonstrate sound commitment to social work values and ethics in practice through critical reflection in the placement.
CL03 : Discuss their developing professional identity reflectively throughout the placement.
CL04 : Apply collaborative practice principles in their relationships with all members of the organisational network.
CL05 : Undertake systematic inquiry with and on behalf of individuals, couples, families, groups and/or communities.
CL06 : Appraise their own practice and learning in order to recognise their own strengths, limitations and individual practice style.
CL07 : Distinguish between personal and professional relationships and respond accordingly.
CL08 : Apply communication skills appropriate to audience and situation
CL09 : Reflect upon and articulate the impact of their values, experiences, and personality on others

Course Learning Outcomes	Assessment Item
CL01 : Develop problem solving strategies utilising social work knowledge to determine appropriate methods of intervention with individuals, couples, families, groups and/or communities.	<ul style="list-style-type: none"> • End of Placement Report • Placement Diary and Journal
CL02 : Demonstrate sound commitment to social work values and ethics in practice through critical reflection in the placement.	<ul style="list-style-type: none"> • Integration Seminar activities • End of Placement Report • Placement Diary and Journal
CL03 : Discuss their developing professional identity reflectively throughout the placement.	<ul style="list-style-type: none"> • Integration Seminar activities • End of Placement Report • Placement Diary and Journal
CL04 : Apply collaborative practice principles in their relationships with all members of the organisational network.	<ul style="list-style-type: none"> • Placement Timesheet • Integration Seminar activities • End of Placement Report
CL05 : Undertake systematic inquiry with and on behalf of individuals, couples, families, groups and/or communities.	<ul style="list-style-type: none"> • End of Placement Report
CL06 : Appraise their own practice and learning in order to recognise their own strengths, limitations and individual practice style.	<ul style="list-style-type: none"> • Integration Seminar activities • Placement Diary and Journal • End of Placement Report
CL07 : Distinguish between personal and professional relationships and respond accordingly.	<ul style="list-style-type: none"> • Integration Seminar activities • Placement Diary and Journal • End of Placement Report
CL08 : Apply communication skills appropriate to audience and situation	<ul style="list-style-type: none"> • Integration Seminar activities • End of Placement Report
CL09 : Reflect upon and articulate the impact of their values, experiences, and personality on others	<ul style="list-style-type: none"> • Placement Diary and Journal • Integration Seminar activities • End of Placement Report

Learning and Teaching Technologies

Moodle - Learning Management System

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Placement Timesheet Assessment Format: Individual	5%	
Integration Seminar activities Assessment Format: Individual	20%	Due Date: Not Applicable
End of Placement Report Assessment Format: Individual	70%	
Placement Diary and Journal Assessment Format: Individual	5%	

Assessment Details

Placement Timesheet

Assessment Overview

In this assessment, you will submit a formal record of the placement hours you have completed over the semester. Each week, your Field Educator is to verify your attendance. This is a hurdle requirement for the placement and will be graded as satisfactory or unsatisfactory by the course convenor. Note that the minimum requirement for Part B of the Level 3 placement is 23 days and 163 hours which the timesheet should accurately reflect.

Course Learning Outcomes

- CL04 : Apply collaborative practice principles in their relationships with all members of the organisational network.

Assessment Length

Must demonstrate completion of 500 hours (486 hours field work and 14 hours class attendance)

Submission notes

Please use the template and follow the instructions in Moodle for this assignment.

Integration Seminar activities

Assessment Overview

A range of interactive and written class activities that receive verbal feedback in class from the tutor, and are rated overall satisfactory or unsatisfactory.

Course Learning Outcomes

- CL02 : Demonstrate sound commitment to social work values and ethics in practice through critical reflection in the placement.
- CL03 : Discuss their developing professional identity reflectively throughout the placement.
- CL04 : Apply collaborative practice principles in their relationships with all members of the organisational network.
- CL06 : Appraise their own practice and learning in order to recognise their own strengths, limitations and individual practice style.
- CL07 : Distinguish between personal and professional relationships and respond accordingly.
- CL08 : Apply communication skills appropriate to audience and situation
- CL09 : Reflect upon and articulate the impact of their values, experiences, and personality on others

Assessment Length

3 hours of class attendance

Submission notes

Please refer to information about Seminars provided on Moodle

Assignment submission Turnitin type

This is not a Turnitin assignment

End of Placement Report

Assessment Overview

In this assessment, you will explain your overall learning in the placement, according to the eight practise standards set out by the AASW. As you did in the mid placement report, you will provide reflexive examples of situations you have been involved in, tasks that you have completed, actions you have taken and the results you have achieved. This assessment occurs at the endpoint, so it is designed to elicit constructive feedback for future practice. It is developed in consultation with your Field Educator/s using the template and instructions provided on Moodle. It is a hurdle requirement for the placement and will be graded as satisfactory or unsatisfactory by your liaison tutor. If unsatisfactory, the Liaison Tutor will ask you to submit a revised report.

Course Learning Outcomes

- CL01 : Develop problem solving strategies utilising social work knowledge to determine appropriate methods of intervention with individuals, couples, families, groups and/or communities.
- CL02 : Demonstrate sound commitment to social work values and ethics in practice through critical reflection in the placement.
- CL03 : Discuss their developing professional identity reflectively throughout the placement.
- CL04 : Apply collaborative practice principles in their relationships with all members of the

organisational network.

- CLO5 : Undertake systematic inquiry with and on behalf of individuals, couples, families, groups and/or communities.
- CLO6 : Appraise their own practice and learning in order to recognise their own strengths, limitations and individual practice style.
- CLO7 : Distinguish between personal and professional relationships and respond accordingly.
- CLO8 : Apply communication skills appropriate to audience and situation
- CLO9 : Reflect upon and articulate the impact of their values, experiences, and personality on others

Assessment Length

Approximately 2500 words

Submission notes

Please use the template and follow the instructions in Moodle for this assignment.

Placement Diary and Journal

Assessment Overview

In this assessment, you will document and reflect upon your daily activities at regular intervals. The placement journal and diary incorporates both description and critical reflection and is focused on your development as a practitioner during the placement. Your Field Educator may ask to see your Diary and Journal as it supports reflective practice and placement supervision. Your Liaison Tutor will review your placement journal during your Mid-Placement Visit and provide constructive feedback as needed. This assessment is a hurdle requirement for the placement and will be graded as satisfactory or unsatisfactory by your liaison tutor.

Course Learning Outcomes

- CLO1 : Develop problem solving strategies utilising social work knowledge to determine appropriate methods of intervention with individuals, couples, families, groups and/or communities.
- CLO2 : Demonstrate sound commitment to social work values and ethics in practice through critical reflection in the placement.
- CLO3 : Discuss their developing professional identity reflectively throughout the placement.
- CLO6 : Appraise their own practice and learning in order to recognise their own strengths, limitations and individual practice style.
- CLO7 : Distinguish between personal and professional relationships and respond accordingly.
- CLO9 : Reflect upon and articulate the impact of their values, experiences, and personality on others

Assessment Length

At least one entry per week, 100-250 words

Submission notes

Please refer to the information provided in Tutorial 1.

General Assessment Information

Grading Basis

Satisfactory

Course Schedule

Attendance Requirements

Attendance at Integration Seminars

Students are expected to attend all integration seminars and be punctual in attending these seminars. All applications for exemption from attendance of any kind must be made in writing to the Course Convenor, accompanied by appropriate supporting documentation. Completion of make-up work for any missed seminars is required. Failure to provide an explanation or complete make up work, and/or more than one absence, no matter what the reason, will require formal discussions with the Course Convenor as you will not be meeting attendance requirements for this course. If you arrive more than 15 minutes late, or leave class with more than 15 minutes remaining, you may be recorded as absent. If such a penalty is imposed, you will be advised in writing within 24 hours. Attempts to falsify attendance records will be treated as student misconduct under the Student Misconduct Procedure.

Attendance at placement agency

You are responsible for keeping track of your attendance at placement. You are required to contact the Course Convenor immediately if you are concerned about your attendance record and its impact on your ability to complete your placement successfully. The Bachelor of Social Work (Hons) is accredited by the Australian Association of Social Work which prescribes that all students of social work must complete 1000 placement hours with appropriate social work supervision as part of their degree. If you do not attend placement on a particular day and miss the number of hours which you would normally have accrued towards the required number of hours on placement, you must:

- * Provide an explanation of your absence to your field educator (preferably in advance)
- * Make up the hours missed.

In the event that an absence extends 2 or more consecutive days you must immediately notify the Course Convenor via email. You may be required to submit evidence, for example a medical certificate or similar, depending on the nature of your circumstances. Absences of 2 or more days require negotiation as making up time often causes the placement to extend beyond the planned end date and cannot always be accommodated by the placement agency.

For the purpose of attendance monitoring, timesheets signed by your Field Educator and seminar rolls will be consulted throughout placement by the Course Convenor and your Liaison Tutor. If you do not meet the attendance requirements for this course you will be invited to a meeting to discuss your circumstances and the viability of the placement.

For this course, attendance is calculated as shown below:

Evidence of placement attendance - as per placement timesheets signed weekly or fortnightly by Field Educator and submitted in full at end of placement.

Tutorial and seminar sign-in sheets

Liaison Tutor visit report

PLEASE REFER TO MOODLE FOR THE COURSE SCHEDULE.

Course Resources

Prescribed Resources

Cleak & Wilson (2022) Making the Most of Field Placement, 5th Edn. Cengage: South Melbourne

The Course Outline SOCW3012 should be read in conjunction with Course Outline SOCW3013- Social Work Practice Level 3 Placement B

Recommended Resources

All readings are available through the Leganto site on Moodle and include the core texts as well as a range of other readings students may find helpful.

- Healy & Mulholland (2019) Writing Skills for Social Workers. Sage Publications
- Allan, Briskman & Pease (eds.) (2009) Critical Social Work: Theories and practice for a socially just world, Crows Nest NSW: Allen and Unwin.
- Payne (2020) Modern Social Work Theory (5th edn), Basingstoke: Palgrave Macmillan.

Course Evaluation and Development

Student feedback is welcome throughout the Term. Please email the Course Convenor to set up a time to talk either online or in person. In addition, your feedback is sought via MyExperience at the end of each term.

Previous student feedback has been utilised to develop course materials and content, and redevelop assessment tasks.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Jenni Graves		Morven Brown Building Room 134	+61 2 9348 1664	Anytime negotiated between student and Convenor	Yes	Yes

Other Useful Information

Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines> for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- **Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- **Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- **Collusion:** Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- **Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- **Duplication ("self-plagiarism"):** Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your

needs

- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

School Contact Information

School of Social Sciences

Location: Room 159, Morven Brown Building (C20), Kensington campus

Opening Hours: Monday – Friday, 9am – 5pm (except public holidays)

Telephone: +61 2 9385 1807

Email: soss@unsw.edu.au

Web: <https://www.unsw.edu.au/arts-design-architecture/our-schools/social-sciences>