



# Host guide – Psychology fieldwork program

## Information for Host Organisations

Thank you for taking the time to host a Victoria University student within your organisation. This Work Integrated Learning (WIL) activity is a requirement for students completing the Bachelor of Psychological Studies. It aims to develop students' capacity to apply organisational and interpersonal skills in a workplace or community setting. The fieldwork is primarily a learning experience, with the student completing 60 hours of fieldwork.

### Cost

There is no cost to your organisation. You do not have to pay the student for their work on placement. However, if you would like to pay some small amount to cover their travel and meals then this is at your own discretion.

### Documentation & Insurance

Students and Supervisors are required to complete a WIL schedule which outlines the agreed outcomes and expectations for the placement. It is suggested that this document is completed together by both parties to ensure that the details agreed upon are accurate. Once completed, the WIL schedule needs to be sent back to the Fieldwork Coordinator. Students are also required to complete a log of hours; the log should be signed by someone from the organisation that can verify attendance. At the end of placement, we ask Supervisors to complete a short report, which can be forwarded to the Fieldwork Coordinator directly.

Victoria University has taken out public liability and personal accident insurance to cover students during their placements. Please ensure the WIL Schedule has been completed to ensure students are undertaking legitimate WIL placements. A copy of the University's insurance policy for students on placement is available on request.

### Fieldwork format

Please negotiate the format of attendance with the student, with the requirement that students complete 60 hours of placement. The arrangements should be mutually agreeable.

### Student Skills

The fieldwork program allows students to apply a wide range of organisational and interpersonal skills in a workplace or community setting. Students can apply theories and knowledge gained through studies to practical experience.

**It is important to note that students are not qualified to offer advice, consult, or observe clients or patients.**

Students should receive adequate supervision and should not be expected to conduct work alone, for example, home or off-site visits. This is particularly important for students undertaking

fieldwork in the health services and community sectors. If you are unsure what tasks are suitable for a student please contact the Fieldwork Placement Coordinator.

Please also be aware that organisations must ensure they meet government requirements regarding legal student placement practices, for example if students are acting in the capacity of an employee they must be reimbursed adequately. Further information can be found on the Fair Work Ombudsman's website: [www.fairwork.gov.au](http://www.fairwork.gov.au)

### Benefits to your organisation

- ◆ You gain the skills of a competent near-graduate student to assist you with activities within your organisation.
- ◆ Students bring new perspectives, creative ideas, and are familiar with the latest research and best practices within their field.
- ◆ You build a relationship with staff and students at Victoria University (which is the largest employer in the western suburbs)

### The aim of the placement (for the student)

- ◆ Apply skills/knowledge learnt throughout their degree to real life situations
- ◆ Gain new knowledge and skills through on the job learning
- ◆ Gain clearer direction/focus within their chosen vocation
- ◆ Make industry contacts / network
- ◆ Gain better industry understanding / adapt to culture of organisation
- ◆ Gain confidence in their own abilities and knowledge
- ◆ Learn negotiation skills

### What can you expect from the student?

- ◆ To be punctual and to conform to the dress code of the organisation and advise the organisation if they are unable to attend in the time specified
- ◆ Be professional in attitude, complete work to deadlines; show drafts of work; request feedback and assistance as required
- ◆ Adapt their approach to the style of the organisation
- ◆ Show enthusiasm and initiative
- ◆ Be flexible and adaptive
- ◆ Provide ongoing feedback to the host supervisor about how they are progressing in the placement
- ◆ Address any concerns they have at the earliest convenience

## Expectation of the Host Organisation

That students:

- ◆ Be provided with the opportunity that is agreed upon at the initial meeting (duties/expected learning outcomes to be listed on the WIL Schedule)
- ◆ Be given ongoing support and encouragement
- ◆ Be included as part of the team
- ◆ Be given appropriate and relevant tasks
- ◆ Be provided with assistance when required
- ◆ Be given an understanding of the scope, codes of conduct and values of the organisation
- ◆ That any issues arising are dealt with quickly and openly

## What if the student is unsuitable for the placement or the organisation?

The College's Fieldwork Coordinator should be contacted should any unresolvable problems occur, or if any additional information or assistance with regards to the Fieldwork Program is required. Students are supported in the placement process by a class Tutor, the Unit Coordinator and the Fieldwork Coordinator.

Dr Sally-Ann Free  
Fieldwork Placement Coordinator,  
Undergraduate Psychology  
Victoria University

Ph: 9919 4096  
Sally-Ann.Free@vu.edu.au