

Duty Statement – University Field Assessor (Social Work)

College of Education, Psychology and Social Work

Casual (MRK02)

Under broad direction, the Social Work University Field Assessor (UFA) will play a pivotal role in the assessment of students in Field Education topics. This will involve undertaking assessment of students, providing developmental feedback and making academic judgements on student progression in line with the Social Work Field Education Model and processes as well as University Policy and Procedures.

The University Field Assessor will be responsible for the overarching assessment of the student's learning and practice, against the social work practice standards and graduate attributes.

Key tasks:

Key tasks for the University Field Assessor (Social Work) include working in line with the Social Work Field Education Model and templates to:

- Liaison between student, agency – agency field supervisor/site supervisor and University Field Supervisor via correspondence upon appointment as student's University Field Assessor.
- Attendance at initial placement meeting.
- First and most consistent point of contact throughout placement for student, agency – Agency Field Supervisor/site supervisor and University Field Supervisor including first point of contact in escalation process for any concerns or issues related to student placement and progression and escalate these to Topic Coordinator as required.
- Review and evaluation of the student's portfolio prior to the mid and end placement assessment meeting.
- Required attendance and chairing of mid and end placement assessment meetings.
- Identify any gaps in learning or areas for further development (this may require the development of a plan for how the required progress will be achieved).
- Generate developmental feedback following the mid-placement assessment meeting.
- Review and evaluation of the student's portfolio prior to the end-placement assessment meeting.
- Assessment of 'At risk' students. If concerns are raised regarding progress and where unsatisfactory progress has been identified, development of a Student Learning Contract.
- Work within the University Policies and Procedures and the Social Work Field Education Model and processes to appropriately escalate issues where necessary.
- Determine a grade (NGP/F) for end of placement after considering feedback from the student and Field Supervisor(s), as well as the portfolio of evidence and student articulation of learning.
- Liaison work as required.

Eligibility:

- Tertiary qualification in Social Work, with a minimum of five years (FTE) post-qualifying practice experience and be eligible for membership of the [Australian Association of Social Workers \(AASW\)](#).
- Demonstrated understanding of the graduate attributes and social work practice standards.
- Skilled in written communication and providing developmental feedback.

Indicative Commitment:

A University Field Assessor (Social Work)'s commitment spans a student's required 500 hours of placement.

For every one student, a University Field Assessor is paid 8 hours, which has some flexibility but largely structured below.

The University Field Assessor will attend the initial placement meeting and undertake assessment at two points during the student's placement (mid and end). For each student a University Field Assessor is assigned, they will be required to engage in:

- Initial placement meeting – 1-hour.
- Mid-placement assessment involving 1-hour individual meeting, with the student and Field Supervisor, plus 1 hour per student for review of portfolio (30 minutes prior to meeting) and finalising feedback (30 minutes after the meeting).
- End-placement assessment involving 1-hour individual meeting with the student, plus 1 hour per student for review of portfolio (30 minutes prior to meeting) and finalising feedback and grade (30 minutes after the meeting).
- 3-hours - administration for introductory placement meeting per student including introductory correspondence to student, agency – Agency Field Supervisor/site supervisor and University Field Supervisor, liaison work as required, administration as first point of contact for escalation process.
- Liaison work as required.

Where it is identified that a student requires a learning contract, this attracts an additional 3 hours of paid work. Please seek approval via email with the student's respective Topic Coordinator.

The University Field Assessor (Social Work) will work closely with Field Education topic coordinators, placement providers, college Work Integrated Learning teams and other university staff as required. The assessment requirements will have been designed by the college.

Please refer to the current [Enterprise Agreement](#) for payrates.