

University Liaison Person's Report

This report must be completed by the University Liaison Person as part of their role in monitoring and supporting students on social work field placement. A separate report should be completed for each student and provide a record of the liaison contacts and feedback about the placement. A minimum of five liaison contacts (including an initial visit to the placement agency) must be conducted with the agency and student during a placement. More contacts are possible if issues arise during the placement or if the student or the Field Educator makes a specific request for additional support. For further details about liaison contacts and social work field education in general, please refer to the [VU Social Work Field Education Manual](#).

1. PLACEMENT PARTICIPANTS' CONTACT DETAILS

University Liaison Person full name

Preferred phone contact Mobile (if not preferred)

Email

Student and supervisors' contact details

Student full name

Field Educator full name

Task Supervisor full name

Others (please list full name and relationship to student)

Placement details

Placement agency name

Unit of Field Education? Choose an item. Choose an item. Honours placement? Choose an item.

Comments

*'Direct practice' means that the student should 'engage directly with individuals, groups, families, communities' (ASWEAS 2012, pp.29-30).

2. LIAISON CONTACTS

First contact – placement visit and learning plan

Contact date: / / In person visit? Choose an item. Note: First contact should be in person.

Location

Persons present at visit:

Student

Field Educator

Task Supervisor

Placement hours completed / / Date for mid placement review: / /

Liaison checklist

Task	Yes /No	Comment
Is supervision occurring regularly in accordance with AASW requirements?	Choose an item.	Click here to enter text.
Has an *OHS audit been completed? (VU OHS checklist to be used if required)	Choose an item.	Click here to enter text.
Have placement expectations been clarified between all parties?	Choose an item.	Click here to enter text.
Is the student Learning Plan clear with appropriate and achievable (SMART) Learning Area goals?	Choose an item.	Click here to enter text.
Are arrangements in place for the Field Educator to observe the student interacting with clients and staff?	Choose an item.	Click here to enter text.

*It is the responsibility of the agency supervisor (Field Educator or Task Supervisor) or manager to make the student aware of the relevant Occupational Health and Safety (OHS) policies and procedures of the agency. It is expected that this information will be made available within the first two weeks of placement. A student should request the information if it has not been provided by this time. An OHS Checklist is provided in the [VU Social Work Field Education Manual](#) for any placement agency requiring one. If the OHS has not been completed by the time of the first liaison visit, the University Liaison Person must ensure that it is completed as part of the visit.

List any educational support provided to the student, Field Educator or Task Supervisor (if required):

Click here to enter text.

Please provide a brief summary of the placement and the student's performance to date:

Click here to enter text.

Submit this information

Please email a copy of the above information to the student, Field Educator, and Task Supervisor (if applicable); and copy in the Field Education Coordinators.

Second contact – 'check in'

Contact date: / / In person visit? Choose an item. Contact type: [Click here to enter text.](#)
Placement hours completed / Date for mid placement review (if changed from previous): / /

Liaison checklist

Task	Yes / No	Comments
Email sent to student to review progress, request feedback and offer support?	Choose an item.	Click here to enter text.
Email sent to Field Educator to review progress, request feedback and offer support?	Choose an item.	Click here to enter text.
Email sent to Task Supervisor to review progress, request feedback and offer support?	Choose an item.	Click here to enter text.

Comments about progress, feedback and support provided:

[Click here to enter text.](#)

Third contact – mid-placement review and report

Contact date: / / In person visit? Choose an item. Contact type: Click here to enter text.

Location Click here to enter text.

Persons participating in contact (must include student, Field Educator and Task Supervisor):

Student Click here to enter text.

Field Educator Click here to enter text.

Task Supervisor Click here to enter text.

Placement hours completed / Date for final placement review: / /

Liaison checklist

Task	Yes / No	Comments
Student progress to date as per the Learning Plan and Mid-placement Report reviewed?	Choose an item.	Click here to enter text.
Student performance on track for successful completion of placement?	Choose an item.	Click here to enter text.
Clear requirements for successful placement completion?	Choose an item.	Click here to enter text.
Collaborative problem-solving required?	Choose an item.	Click here to enter text.
Accurate record of placement hours maintained by the student?	Choose an item.	Click here to enter text.
Has the Field Educator observed the student in practice? If not, when is this planned to take place?	Choose an item.	Click here to enter text.

List any educational support provided to the student, Field Educator or Task Supervisor (if required):

Click here to enter text.

Please provide a brief summary of the placement and the student's performance to date. If the student is not on track to pass the placement; please outline a clear plan for the student and Field Educator to work towards addressing the required Learning Areas:

Click here to enter text.

Submit this information

Please email a copy of the above information to the student, Field Educator, and Task Supervisor (if applicable); and copy in the Field Education Coordinators.

Fourth contact – 'check in'

Contact date: / / In person visit? Choose an item. Contact type: [Click here to enter text.](#)

Placement hours completed / Date for final placement review (if changed from previous): / /

Liaison checklist

Task	Yes / No	Comments
Email sent to student to review progress, request feedback and offer support?	Choose an item.	Click here to enter text.
Email sent to Field Educator to review progress, request feedback and offer support?	Choose an item.	Click here to enter text.
Email sent to Task Supervisor to review progress, request feedback and offer support?	Choose an item.	Click here to enter text.

List any educational support provided to the student, Field Educator or Task Supervisor (if required):

[Click here to enter text.](#)

Comments:

[Click here to enter text.](#)

Fifth contact – final placement review and report

Contact date: / / In person visit? Choose an item. Contact type: Click here to enter text.

Location Click here to enter text.

Persons participating in contact (must include student, Field Educator and Task Supervisor):

Student Click here to enter text.

Field Educator Click here to enter text.

Task Supervisor Click here to enter text.

Placement hours completed / Anticipated placement completion date: / /

Liaison checklist

Task	Yes / No	Comment
Student progress to date as per the Learning Plan and Final Placement Report reviewed?	Choose an item.	Click here to enter text.
Requirements clear for successful placement completion and for finishing well?	Choose an item.	Click here to enter text.
Accurate record of placement hours?	Choose an item.	Click here to enter text.

List any educational support provided to the student, Field Educator or Task Supervisor (if required):

Click here to enter text.

Please provide a brief summary of the placement and the student's performance to date:

Click here to enter text.

University Liaison Person:

Signature _____
(Electronic signature suitable)

Date: / /

3. SUBMIT THIS REPORT

University Liaison Person

Please ensure all sections of this report have been completed and signed as required before emailing a copy to the student, Field Educator, Task Supervisor (if applicable) and the Field Education Coordinators.

Student

Students must submit a copy of this report into their assessment drop-box on VU Collaborate in order to finalise their placement.

Contacting the Field Education Coordinators

In person:	Email:	VU Social Work Field Education - general:	
Field Education Coordinators	sw.placements@vu.edu.au	Phone	+61 3 9919 9541
Social Work Unit		Email	sw.placements@vu.edu.au
Building G, Room 350		Web	www.vu.edu.au
Footscray Park Campus			
Melbourne, Victoria Australia			

Privacy information

We collect and protect your personal information in accordance with our university Privacy Policy (www.vu.edu.au/privacy).
