Learning Plan

Professional Placement

Bachelor of Human Services

## Student Information

|  |  |
| --- | --- |
| Name: |   |
| Student ID |  |
| Major |  |
| Semester & Year |  | Placement Course Code |  |

## Professional Learning Attributes

The following table serves as a guide for the achievement ACWA practice standards throughout the placements. The learning attributes and outcomes correspond and align with [ACWA guidelines](http://www.acwa.org.au/resources/ACWA-Practice-guidelines-Feb-2017.pdf). Students are also strongly encouraged to access ACWA Community Work Practice Guidelines independently.

Students must use the below information to complete the learning plan on subsequent pages. Example activities for each attribute are given below but students are encouraged to discuss these (and more) with their agency supervisor.

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Examples** | **Example Activities****(these will differ as per area of work)** |
| Ethical practice | * Demonstrated knowledge of and adherence to the organisational code of ethics
* Attended the online training on managing client complaints
 | * Demonstrated knowledge of and adherence to the organisational code of ethics
* Attended the online training on ‘managing client complaints’
 |
| Provision of services and support  | * Review/development of Recovery Plan and Process
* Conducted supervised interviews and home visits for child protection cases
 | * Review/development of Recovery Plan and Process
* Conducted supervised interviews and home visits for child protection cases
 |
| Confidentiality in the workplace | * Demonstrate working knowledge of policies and procedures for working with families
* Attended the online training on ‘information privacy act’
 | * Demonstrate working knowledge of policies and procedures for working with families
* Attended the online training on ‘information privacy act’
 |
| The regulatory framework | * Worked with local council to design a capacity building workshop
* Knowledge and compliance of the regulatory framework that governs probation and parole operations (including the relevant legislations)
 | * Worked with local council to design a capacity building workshop
* Knowledge and compliance of the regulatory framework that governs probation and parole operations (including the relevant legislations)
 |
| Diversity | * Discussed what the term ‘diversity’ means in my organisation and practices to remain sensitive to clients with my supervisor
* Promoted awareness of the gospel values that underpin the Anglican church
 | * Discussed what the term ‘diversity’ means in my organisation and practices to remain sensitive to clients with my supervisor
* Promoted awareness of the gospel values that underpin the Anglican church
 |
| The workplace | * Created travel timetable for the Youth in Community Team members to ensure proper resourcing through the operations department
* Arranged and coordinated events for three weeks for local parent group
 | * Created travel timetable for the Youth in Community Team members to ensure proper resourcing through the operations department
* Arranged and coordinated events for three weeks for local parent group
 |
| Professional development | * Attended a workshop on peer support work with ABC agency
* Conversations about career pathways with colleagues in other teams followed by reflection sessions with agency supervisor
 | * Attended a workshop on peer support work with ABC agency
* Conversations about career pathways with colleagues in other teams followed by reflection sessions with agency supervisor
 |
| Professional standing | * Obtained articles on The Wellbeing Program Model of Care and discussed them with the team at the quarterly skill share meeting
* Performed duties while being conscious of boundary setting and professional communication
 | * Obtained articles on The Wellbeing Program Model of Care and discussed them with the team at the quarterly skill share meeting
* Performed duties while being conscious of boundary setting and professional communication
 |

**Note:** The Example Activities column has been reproduced with permission from the Australian Community Workers Association (ACWA).

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| **Learning Attribute #1** | *Ethical practice* |

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| **Activity**  | **Evidence that you have met the learning outcome/s** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **\*You may add more rows above****Progress Comments**  |
|  |
|  | **Placement Review** | **Placement Finalisation** |
| Student |  |  |
| Agency Supervisor |  |  |
| Other (if applicable) |  |  |
|  |
| **Notes (if any):** |

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| **Learning Attribute #2** | *Provision of services and supports* |

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| **Activity**  | **Evidence that you have met the learning outcome/s** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **\*You may add more rows above****Progress Comments**  |
|  |
|  | **Placement Review** | **Placement Finalisation** |
| Student |  |  |
| Agency Supervisor |  |  |
| Other (if applicable) |  |  |
| **Notes (if any):** |
| **Learning Attribute #3** | *Confidentiality in the workplace* |

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| **Activity**  | **Evidence that you have met the learning outcome/s** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **\*You may add more rows above****Progress Comments**  |
|  |
|  | **Placement Review** | **Placement Finalisation** |
| Student |  |  |
| Agency Supervisor |  |  |
| Other (if applicable) |  |  |
|  |
| **Notes (if any):** |

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| **Learning Attribute #4** | *The regulatory framework* |

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| **Activity**  | **Evidence that you have met the learning outcome/s** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **\*You may add more rows above****Progress Comments**  |
|  |
|  | **Placement Review** | **Placement Finalisation** |
| Student |  |  |
| Agency Supervisor |  |  |
| Other (if applicable) |  |  |
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**Notes (if any):**

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| **Learning Attribute #5** | *Diversity* |

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| **Activity**  | **Evidence that you have met the learning outcome/s** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **\*You may add more rows above****Progress Comments**  |
|  |
|  | **Placement Review** | **Placement Finalisation** |
| Student |  |  |
| Agency Supervisor |  |  |
| Other (if applicable) |  |  |
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**Notes (if any):**

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| **Learning Attribute #6** | *The workplace* |

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| **Activity**  | **Evidence that you have met the learning outcome/s** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **\*You may add more rows above****Progress Comments**  |
|  |
|  | **Placement Review** | **Placement Finalisation** |
| Student |  |  |
| Agency Supervisor |  |  |
| Other (if applicable) |  |  |
| **Notes (if any):** |
| **Learning Attribute #7** | *Professional development* |

|  |  |
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| **Activity**  | **Evidence that you have met the learning outcome/s** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **\*You may add more rows above****Progress Comments**  |
|  |
|  | **Placement Review** | **Placement Finalisation** |
| Student |  |  |
| Agency Supervisor |  |  |
| Other (if applicable) |  |  |
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**Notes (if any):**

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| **Learning Attribute #8** | *Professional standing* |

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| **Activity**  | **Evidence that you have met the learning outcome/s** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **\*You may add more rows above****Progress Comments**  |
|  |
|  | **Placement Review** | **Placement Finalisation** |
| Student |  |  |
| Agency Supervisor |  |  |
| Other (if applicable) |  |  |
|  |

**Notes (if any):**

## Additional Anecdotal Notes by the Agency Supervisor (if any)

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| Notes at Placement Review |
| Notes at Placement Finalisation |
| Student’s signature |  | Date |  |
| Agency Supervisor’sSignature |  | Date |  |