



**SCHOOL OF CONTINUING EDUCATION
SOCIAL SERVICES WORKER
(FORMERLY HUMAN SERVICES WORKER)
FIELD PLACEMENT INFORMATION SHEET**

The following information is provided to help Continuing Education students make informed choices about their field placement.

1. Students are required to complete a minimum number of hours, as noted below in their placement.

Human Services Worker – Field Placement Level 1	224 hours + Seminar (14 hours)
Human Services Worker – Field Placement Level 2	224 hours + Seminar (14 hours)
Human Services Worker – Field Placement Level 3	224 hours + Seminar (14 hours)

2. Placement must be completed within a maximum time frame of **30 weeks** from the first seminar date and students will be required to complete seminar hours in class. **These seminars are mandatory and missing more than one will result in receiving a failing grade for the placement.**

Students are required to complete a minimum of 8 hours each week (minimum daily shift is 4 hours). Students are not restricted to the maximum number of hours they can complete per week.

3. Students are required to contact a placement agency to set up an interview to arrange for your placement opportunity and to discuss expectations, hours of work, role clarification, etc.

4. Students are required to fill out an **application form** indicating their Placement Agency, dates, days, hours and time frame during which placement is to be completed. Application forms are found online and are to be returned to the College's Continuing Education office, attention Practicum Officer **no later than the term deadline indicated on the website**. Failure to submit the application form along with the required documentation (see below) will result in the student not being eligible for placement for the current term.

5. Make an appointment with your Doctor/Health Care Provider to complete the Entry Immunization Form (Health Forms)

6. Students may find it necessary to make personal adjustments to work and/or family schedules in order to complete the field placement. We recognize that such arrangements require a great deal of time and effort on the students' (and their families') part and applaud their commitment to the achievement of their goals.

7. Students are not permitted to complete a placement experience in a setting in which they are employed. Students cannot use the same setting for placements 1 and 2. Students are required to complete their 2nd and 3rd placements at the same agency.

8. It is now a requirement that all Durham College Field Placement students wear and display a Durham College Photo ID Badge while attending your field placement. (see note under Photo I.D. Badge)

Requirements for Field Placement

Before the student can be cleared to begin a field placement experience, students must submit photocopies of the documentation below along with the application form.

- Completed Entry Immunization forms (Health Forms)
- A photocopy of your Current **CPR (Level C) Certification** (valid for 3 years from issue date – Yearly renewal is recommended)
- A photocopy of your Current **STANDARD First Aid Certification** (valid for 5 years from issue date)
- Photo ID badge
- ***NEW*** A criminal reference check is no longer required by Continuing Education as part of your clearance requirements, however, your placement agency supervisor may require it as part of their approval process.
(Please be advised, if you are asked to obtain one by your agency, it is recommended that you order this document from your LOCAL police department early, as it can often take up to 8 weeks for your police department to process these requests)
- Insurance form (Work/Education Placement Agreement) – student is to complete and sign **ONLY** the TRAINING PARTICIPANT section of this form. ***This form will be handed out during the first seminar and MUST be returned to the instructor before the end of class.***

This documentation is to be submitted to the College's Continuing Education office, to the attention of the Practicum Officer **no later than the term deadline indicated on the website at www.durhamcollege.ca/coned**.

FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS BY THE DEADLINE WILL RESULT IN FORFEITING YOUR PLACEMENT FOR THIS TERM at the student's expense.

Students will be responsible for costs incurred to acquire placement documentation required.

Health Status Form

*Students will be required to have a health review when they apply for field placement. Health clearance can take from 2-3 weeks to receive approval from Campus Health. **Please ensure your form is filled out COMPLETELY and you and your doctor have signed it, or it will be returned to you which may cause a delay in you starting placement.***

Standard First Aid & CPR (Level C)

First Aid certificates are usually valid for a five-year period and CPR certification is valid for 3 years, however, annual renewal is recommended. Depending on the expiry dates and the dates when students are planning to participate in Field Placements, one or both of these credentials may need to be renewed prior to beginning placement. **Please ensure that your certificate states “STANDARD First Aid & CPR (Level C)” as no other certificate will be accepted.**

Work/Education Placement Agreement Form

Students are required to complete and sign the form during the first seminar class & return to the instructor by the end of class.

The instructor will then forward these forms to the Practicum Officer who will mail an information package along with the insurance forms to the placement agency indicated on your application form.

The agency will then complete their portion, sign and return the form to the Practicum Officer before the student can begin placement hours.

The student will be contacted by the college once they have been cleared to begin.

In the event that the student is injured at the placement setting, he/she must notify both the setting supervisor and the field placement faculty supervisory **immediately** to complete an Accident/Injury form.

Durham College Field Placement I.D. Badge

It is a requirement of all Field Placement students to purchase an I.D. badge. The I.D. badge must be worn while attending your assigned hours at your placement site.

To obtain Campus Identification Office hours of operation, please visit:

www.durhamcollege.ca/studentid/ or phone (905) 721-2000 Ext. 2116.

To prove your identity, please bring one piece of 'valid' Government produced photo ID (driver's license, Passport, citizenship card for i.e.) and proof of registration (course invoice/receipt)

Your Identification Badge will be forwarded from Campus ID to the Continuing Education Practicum officer.

Guidelines for Field Placement

Course Participants are expected to:

1. Set up an initial interview/meeting with **Agency Field Placement Supervisor** to discuss placement details, expectations, hours of work, method of assessment, role clarification, etc. (**College Field Placement Supervisor** is available to provide support in this capacity if necessary).
2. Complete the required number of hours for the field placement and adhere to policies, procedures and guidelines of both the College and the chosen Agency facility.
3. Complete a daily log/journal of your field placement experience which is to be submitted to the **College Field Placement Supervisor** upon completion of your placement hours.

The **Agency Placement Supervisor** is responsible to:

1. Prepare appropriate tasks and experiences for the student during the period of placement.
2. Assist in the student's orientation to the agency.
3. Supervise and direct the students learning in accordance with course objectives.
4. Monitor attendance and punctuality and report any problems to the **College Field Placement Supervisor**.
5. Be available for consultation with the **College Field Placement Supervisor** and communicate any performance problems as they occur.
6. Complete the performance evaluation form in consultation with the student and the **College Field Placement Supervisor**.

The **College Field Placement Supervisor** is responsible to:

1. Plan and organize Field Placement opportunities if necessary.
2. Monitor progress of students in all placement facilities.
3. Be available for consultation with the **Agency Field Placement Supervisor** and the student as needed.
4. Ensure all documentation is completed at the conclusion of the placement including assigning the final grade.
5. Ensure all placement competencies are completed, and Durham College Field placement procedures are adhered to.