

Thank you for considering to host a student for their fieldwork placement within your organisation. This Work Integrated Learning (WIL) activity is a requirement for students completing their undergraduate Bachelor of Psychological Studies degree and some double degree students. It aims to develop students' capacity to apply organisational and interpersonal skills in a workplace or community setting. The fieldwork is a practice-based learning experience. What the student does at the organisation will reflect the organisation's practices and functions and provide an application of the student's broad skills acquired during the previous two years of study. Students are required to spend 60 hours in an organisational setting to complete their fieldwork placement. This may be in a paid or voluntary capacity. Students will develop suitable learning goals in conjunction with the lecturer for the fieldwork subject. They will undertake activities in which the learning goals can be achieved. We hope this unit will provide an opportunity for students to experience work settings that they may be interested in exploring as a part of their future career development. Before commencement, students and supervisors are required to complete a WIL Schedule to advise the agreed activities the students will undertake. During the placement, students will record a log of hours spent with the organisation and the activities undertaken. At the completion of 60 hours of placement, the logbook should be signed by a person in the organisation who can verify attendance. Organisations are not required to pass or fail the student's participation. Students completing agreed WIL activities are covered by VU's insurance policy. An insurance policy statement can be downloaded from the Fieldwork webpage, along with further information for host organisations: <https://www.vu.edu.au/current-students/careers-opportunities/placements-work-integrated-learning/psychology-fieldwork> Should you have any further questions or would like to discuss the scope of potential roles within your organisation, please do not hesitate to contact me on 9919 4096 or email: [Sally-Ann.Free@vu.edu.au](mailto:Sally-Ann.Free@vu.edu.au)

Kind regards,

**Dr Sally-Ann Free**

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**My workdays are Monday, Tuesday and Thursday**