



CURTIN UNIVERSITY
INTERNATIONAL FIELDWORK
PREDEPARTURE BRIEFING

Overview of content

Three slide decks available:

1. Preparing to go – *this deck*
2. Cross cultural Awareness
3. While you are away

- Introduction to fieldwork
- Curtin values and expectations
- Travel approval & online risk assessment requirements
- Travel documentation & preparation
- Packing
- PSEAH
- Curtin travel insurance
- Emergency contacts & procedures
- International SOS
- Arrival in country
- Support
- Health & safety
- Resources





Introduction to fieldwork

What will you get out of this experience?

- Put theory into practice
- Make a contribution to a workplace
- Gain new skills and knowledge
- Add work experience to your resume
- Experience the reality of your career path
- Establish and build on your networks



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Learning in the workplace

- Identify and plan how to achieve personal learning goals
- Be motivated to make the best of the opportunity
- Be self-aware, request feedback and reflect on it
- Be adaptable
- Understand assessment requirements e.g. Log Book
- Obtain letter confirming duration of placement
- Build up a portfolio evidencing work and experience
 - Samples of work you produced
 - Emails / letters commending your work
 - References from your supervisor
 - Awards or other recognition



International fieldwork at Curtin

Whilst on Curtin International Fieldwork please remember you are representing Curtin and as such there is the expectation and responsibility to adhere to Curtin university's values and maintain professional conduct at all times.

Curtin Values

- Integrity
- Respect
- Courage
- Excellence
- Impact

Professional Conduct

- Punctuality
- Appropriate Dress
- Treating Everyone with Respect
- Maintaining Confidentiality
- Showing Initiative, Autonomy and being Proactive
- Communication



Please follow all fieldwork preparation checklists and if in doubt ask 😊

International fieldwork approval process

All fieldwork must be approved through the Fieldwork Online Risk Assessment (ORA) tool and your travel approved through Curtin's Travel Operations Portal (TOP).

Tools

- [Student Travel Approval Process](#)
- The Fieldwork Manual & the information on the [Fieldwork Preparation Website](#) will help you prepare for fieldwork and ensure you comply with University policy and procedures regarding risk, occupational safety & health, travel, legal arrangements and insurance.
- [Health and Safety Management website](#)



International Online Risk Assessment (ORA)

All fieldwork must be approved before students commence their fieldwork. Use the [Fieldwork Online Risk Assessment & Approval](#) tool to determine the level of risk associated with the fieldwork activity.

Tools

- [Fieldwork preparation student website](#)
- [Guidance on using the Risk Assessment & Approval tool](#)
- [Health and Safety Management website](#)



Travel Operations Portal (TOP)

The Travel Operations Portal (TOP) is the Curtin travel approval portal for all staff and students travelling for Curtin related programs.

A travel request must be approved in TOP prior to making any travel arrangements.

Open the [Travel Operations Portal](#) and log in using your Student Oasis log-in credentials.

If at any point your travel arrangements change you must advise the Fieldwork Coordinator and Faculty Travel Facilitator.

To assist you through the travel approval and booking process and to ensure your travel is recorded within the Curtin Travel Tracker System, the University has appointed a network of Travel Facilitators in most faculties and departments.

Fitness to Travel Medical Certificate

Students should declare [pre-existing medical conditions](#) in TOP and obtain a fitness to travel medical certificate from their doctor prior to travel.

Travel Operations Portal (TOP)

Curtin Travel Operations Information

- Links to Curtin Privacy Policy and Travel Policy;
- Links to the Travel Portal training material;
- Travel news;
- Travel contacts

Traveller Information

- Trip ID created;
- Provide Travel Requester and Traveller details including correct passport names and faculty/School and course undertaken
- Link to the Travel Profile Form for completion if required.

General Trip Information

- Advise the type of student travel to be undertaken, the travel dates and if travel is domestic or International;
- Advise Purpose of travel (additional tabs will display if Research, Conference or Fieldwork are selected)

Travel Plan

- Advise the travel details including funding source
- Smarttraveller advisory information and links to Curtin International SOS will be displayed when an international destination is selected
- An International Travel Risk Assessment tab will display for completion if travel is to a high risk destination.

Travel Budget

- Advise who is funding the travel – University, external or self funded
- Enter the cost centre to be charged for University funded travel
- Add the estimated cost of each travel activity to be undertaken

Additional Documentation

- Upload additional supporting documentation for your travel request

Travel Declaration

- Acknowledge the travel declaration by clicking the check box at the end of each section
- Advise accompanying family member details
- Advise any pre-existing medical conditions

Approve

- Review any sections on the left side of the screen displaying in red as this indicates additional information required
- Search for and selection your coordinator/ approver

Finish

- Submit your completed form to your Travel Reviewer by clicking on the submit button



International fieldwork preparation

1. Read and understand the [Fieldwork Education Policy](#)
2. Consult the [Fieldwork Manual](#) for information for successful completion of fieldwork
3. Work through completing the [Fieldwork Preparation Checklist – International Fieldwork](#)
4. Complete [Fieldwork Preparation Forms & Checks](#)
5. Prepare [Curtin Emergency Contacts/Communication Plan](#) with important contacts
6. Identify discipline specific person and Curtin Fieldwork Coordinator to support you during fieldwork
7. Familiarize yourself with your host institution/organisation
8. Find out about dress code and any specific requirements
9. Print a copy of the [Talent Release Form](#) for hosts to sign to agree to being photographed
10. If you are a New Colombo Plan grant recipient complete the online cross cultural communication workshop - Enrolment details will be emailed to students
11. Submit your completed [Fieldwork Preparation Checklist – International Fieldwork](#)



Travel documentation & preparation

Passport

- Ensure you have a valid passport with six months validity after date return to Australia and 2 blank pages
- Send a copy to your Fieldwork Coordinator

Visa

- Some countries require you to obtain a visa prior to arrival - check visa entry and exit restrictions for your destination
- Follow instructions from your Fieldwork Coordinator regarding the need for a Letter of Invitation from your host
- Send a copy of your visa to your Fieldwork Coordinator

Note: If you are an International Student you must provide your Confirmation Letter to DIBP to maintain your Australian student visa <https://www.border.gov.au/>

National Police Check / Working with Children Check

- You may need to update National Police Check or/and Working With Children Check (WWCC)
- Send a copy of your WWCC to your Fieldwork Coordinator



TIP: Email copies of all important travel documents to yourself and/or carry hard copies and leave a copy with a family member or friend

Travel documentation & preparation

Smartraveller Registration

- Visit the Department of Foreign Affairs and Trade (DFAT) [smartraveller website](#) for international travel advice, to research your destination and register your travel plans to enable the Australian consulate to locate you in emergency situations and provide peace of mind for family and friends
- International students should register with their home embassy

OS-HELP Loan

- Available to eligible students
- Added to your HECS
- Visit the [Scholarship website](#) for application and eligibility details



Research your Host Site and Your Role

- Find out more about your host site, when it began, what it's main focus is, who the staff are and what you are likely to be doing
- Ask your Fieldwork Coordinator for your Host Organisation Detail of Work Placement/Internship Experience Form
- Connect with others in your group and consider purchasing a few thank you gifts

Global Society

- Sign up for your Free [Global Society](#) membership to network with other Australian student travellers in your destination!
- It's easy – just click on the “Join Now!” button and follow the prompts

Travel documentation & preparation

Centrelink

- You are required to advise Centrelink that you will be overseas on approved university travel and submit a Confirmation Letter to them.....otherwise your payments will stop 😊
- Your fieldwork coordinator will prepare the Confirmation Letter, once you have registered your travel on TOP

Money

- Consider obtaining a travel card to access funds whilst you are away
- If you plan on using your bank ATM card make sure you inform your bank where you are going
- Travel with some AUD cash to exchange as soon as you arrive or if possible exchange some AUD into the local currency here in Perth or at Perth International Airport

Communication

- Set up a WhatsApp or messenger group with family and friends to keep them updated whilst away
- Unlock your phone from your provider if you plan on purchasing a local sim card in your destination



Packing

Hand Luggage: Maximum 7kgs

- ✓ Travel Documents
- ✓ Cash (AUD & currency for your destination)
- ✓ No liquids over 100ml
- ✓ Spare clothing (in case of lost luggage)
- ✓ Toothbrush & deodorant
- ✓ Headphones
- ✓ Guide book
- ✓ Book & entertainment
- ✓ Empty reusable water bottle
- ✓ Medication required
- ✓ Eye drops & lip balm
- ✓ Emergency contacts

Checked in Luggage

- ✓ Curtin University Uniform
- ✓ Destination/climate appropriate clothing
- ✓ Swimsuit
- ✓ Pyjamas
- ✓ Travel towel
- ✓ Sunglasses
- ✓ Toiletries
- ✓ Hand Sanitiser
- ✓ Travel Medical Kit

- ✓ Prescription medication
- ✓ Mosquito spray
- ✓ Sanitary products
- ✓ Ear plugs
- ✓ Phone charger
- ✓ Adaptor
- ✓ Power board (1 per room)
- ✓ Cards & books
- ✓ Mobile power pack
- ✓ Photocopies of travel documents
- ✓ Torch
- ✓ Speaker
- ✓ Gift for your host

- *Limit valuables*
- *Identify your luggage – there are lots of black suitcases!*
- *Consider a lock for your bag*
- *Download The Global Society's [Top Packing Tips](#)*





INTERNATIONAL HEALTH & SAFETY



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What Is PSEAH?

Prevention of Sexual Exploitation, Abuse and Harassment

- **Sexual exploitation:** Any actual or attempted abuse of a position of vulnerability or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.
- **Sexual abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It includes: attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching) with someone under the age of consent (in the law of the host country).
- **Sexual harassment:** Includes unwelcome sexual advance or an unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person would feel offended, humiliated or intimidated. Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated or experienced by any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.



Child Exploitation

DFAT recognises that it is the shared responsibility of all adults to prevent child exploitation and abuse. In Australia, there is recognition that organisations that work with children also have a role in protecting them, and need policies and procedures to enable them to do so.

DFAT has minimum child protection standards to ensure that all funded partners understand and act on their obligations for managing risks to children.

Video Resources

Humanitarian Capacity Building Child Protection [Video](#)

Child Protection Minimum Standards [Video](#)

World Vision Australia [Video](#)

Unicef Child Protection [Video](#)

Official Links:

Read the [Child Protection Policy 2017](#)

Child Protection [Incident Notification Form](#)



Curtin Corporate Travel Insurance Policy

Curtin University provides comprehensive [Travel Insurance](#) for approved Curtin travel, whether you are travelling within Australia domestically, or internationally. A detailed summary of the cover is provided in the [Travel Insurance Brochure](#)

Private Travel

- The Private Travel Insurance allowance will cover a maximum of two (2) days of incidental private travel, when taken in conjunction with Curtin approved travel.
- If your private travel exceeds the two day allowance, it is your responsibility to source and fund, any personal insurance you may need.

Making A Claim

- To make a Travel Insurance Claim, please print and complete the [Corporate Travel Claim Form](#).
- Forward the completed Claim Form, along with your supporting documentation, to insurance@curtin.edu.au.

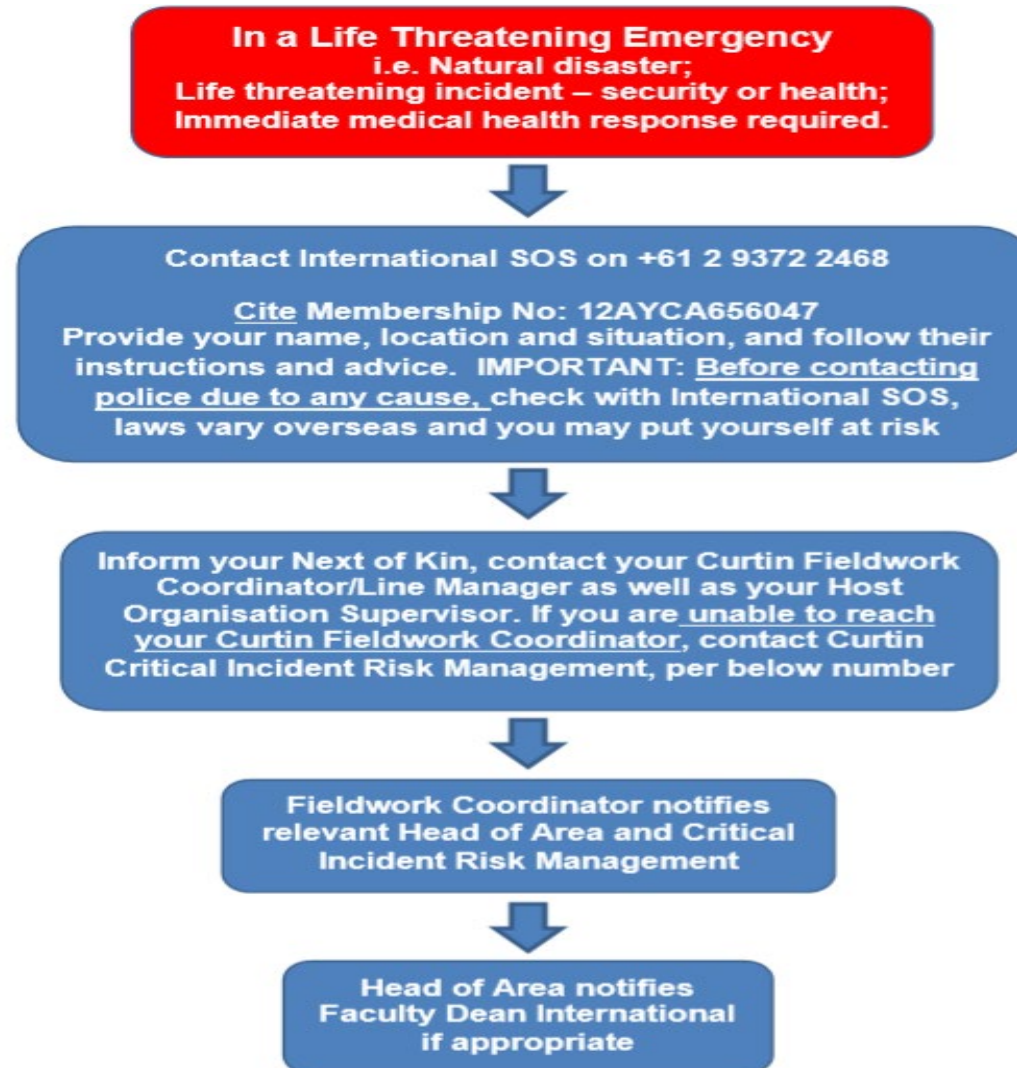
Policy Excess

- There is a [Policy Excess](#) of AUD250.00 applicable to the Electronic Equipment section of the Policy.
- Excess periods also apply in respect of Weekly Benefits and Continuous Worldwide Bed Confinement.



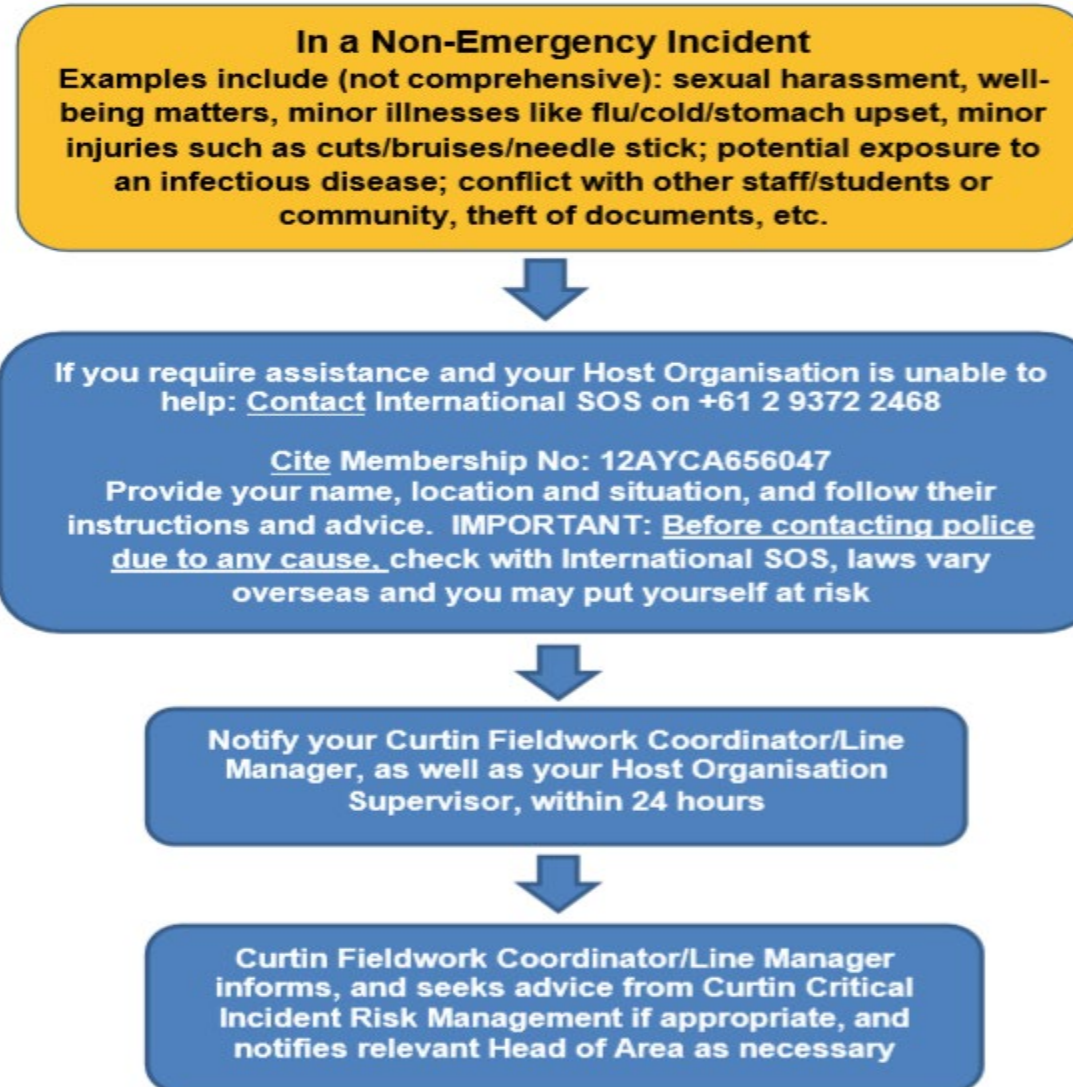
Curtin Emergency Notification Plan – International

Familiarise yourself with the [Curtin Emergency Notification Plan – International](#)



Curtin Emergency Notification Plan – International

Familiarise yourself with the [Curtin Emergency Notification Plan – International](#)



International SOS (ISOS)

International SOS

To contact [International SOS](#) proceed as follows:

1. Reverse Charge +(61) (2) 9372 2468
2. Quote Membership No: 12AYCA656047

Curtin's membership with International SOS is intended to provide you with peace of mind whilst travelling. International SOS is available 24/7 to provide expert advice and assistance before you travel, whilst abroad or in an emergency. Services include travel assistance, medical assistance and security assistance.

When to use International SOS (24/7)

- Need a doctor, dentist or other care
- Hear of travel disruptions that may impact you
- Feel unsafe
- Victim of criminal activity, such as theft or assault
- Your wallet, passport or ID have been lost or stolen
- Require a language translator in emergency situations



INTERNATIONAL SOS **Control Risks**

MEDICAL AND TRAVEL SECURITY ASSISTANCE

Membership No: **12AYCA656047**
Dedicated Tel: **+61 2 9372 2468** 

Call our medical and travel security experts 24/7.
Call for preventative or emergency enquiries.
Call before, during and after travel or assignment.

LONDON +44 20 8762 8008	PHILADELPHIA +1 215 942 8226	BEIJING +86 10 6462 9100
SYDNEY +61 2 9372 2468	KUALA LUMPUR +603 2787 3126	SINGAPORE +65 6338 7800

Download the free Assistance App from app.internationalsos.com

Download the International SOS app

- Up-to-date travel security analysis and medical information in the palm of your hand. Download the app and gain instant access to:
- One-click dialling to the closest International SOS Assistance Centre, for immediate help
- Mobile-friendly medical & travel security information to prepare for your trip
- Latest medical and travel security alerts, delivering travel advice before and during trips

Reminders.....before you travel

- Download the international SOS App – for regular country briefings and updates
- Start keeping abreast of the news of the region
- Register with [Smart Traveller](#)
- Research the geography, the local laws and the culture. Practice a few phrases with a fellow student from that country.
- Have the accommodation address/ hotel card with you, preferably written in the local language
- Check the photos on your phone – remove any photos that customs or someone may view as illegal, immoral or otherwise in conflict of the laws or culture
- Remember, PROSELYTISING means advocating, promoting or ‘converting’ someone from one religion, belief or politics, including [LGBTIQ+](#) promotion to another person – particularly in the Middle East, Malaysia, Indonesia, parts of India is banned and may attract imprisonment or detainment where Curtin may not be permitted to intervene
- Be mindful of the local laws. Some Islamic countries do not recognise same sex couples, heterosexual partners who are not married – you may be at peril of detainment, deportment or jail
- Geopolitical conditions may change suddenly – a country with low terror activity may quickly escalate to a heightened threat environment overnight. Be flexible and prepared to change plans



Keeping healthy

Vaccinations

Visit [Curtin University Health Services](#) or your local doctor for advice on what vaccinations are needed for your destination

Travel Medical Kit

Purchase or comprehensive medical kit containing at a minimum:

- Hydralyte
- Immodium
- Anti-nausea
- Cold and flu medication
- Panadol

Personal Medications

- Carry enough personal medication for the duration of your trip.
- Carry your prescription in case customs need to see it

Probiotics & Vitamins

Start taking fridge free probiotics and vitamins prior to departure and take plenty with you

Eat well, Exercise and Rest in the weeks leading up to departure



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Healthy minds

Common Stressors

There are many common stressors on an overseas placement including:

- Culture shock
- High expectations v's feeling of inadequacy
- "Home sick" – altered routine, different food, reduced access to coping strategies
- Language barrier
- Relationship with peers
- Private circumstances – friends, family & health
- Will I have a job when I get home?

Tools & Strategies

Please travel prepared with tools and strategies to overcome travel related anxiety such as:

- Exercising
- Time to yourself
- Eating a healthy diet
- Reflection: making sense of these thought and feelings
- Fun and relaxing activities
- Talking to someone you are comfortable with
- Meditation/mindfulness: building awareness of thoughts and feelings
- Comfort from home: food, music, teddy

For more detail and information please download Global Society's Guide to [Staying Healthy on a Short-Study Program](#)



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Preparation checklist

TRAVEL DOCUMENTS

- ✓ **Passport** with six months validity on return to Australia
- ✓ **Visa** for the destination(s) you are travelling to

- ✓ Apply for a **National Police Check** and **Working with Children Check** if working with children

UNIVERSITY TASKS

- ✓ Complete the University's **TOP** online
- ✓ Check you are eligible for cover from the University's travel **insurance** policy
- ✓ Complete the **Fieldwork Preparation Online**
- ✓ Read the **Student Charter, the Guiding Ethical Principles, the Curtin Student Conduct booklet**
- ✓ Research any **school specific** or curriculum requirements associated with the fieldwork placement
- ✓ Ask your Fieldwork Coordinator for a copy of **Curtin's Emergency Contacts**
- ✓ Complete the New Colombo Plan **cross-cultural communication training workshop** if you are a grant recipient
- ✓ Receive a letter from the University to submit to **Centrelink** to continue receiving payments

- ✓ Purchase/Pack relevant **Curtin uniform**
- ✓ Sign up for **The Global Society**
- ✓ Ensure **next of kin emergency contact details** are up to date in Oasis
- ✓ Download the **Talent Release Form**

TRAVEL TASKS

- ✓ Register your travel on the government's **Smartraveller** website
- ✓ Visit the Travel Doctor/on campus health centre for **travel health** advice and vaccinations (see next section)
- ✓ Purchase a comprehensive **travel health medical kit**
- ✓ Inform your **bank** you are going overseas
- ✓ Unlock your **mobile phone** if you plan on purchasing a local sim
- ✓ **Pack** applicable clothing and supplies (?)
- ✓ Check the spelling of your name on your **e-ticket** is as per your passport
- ✓ Download the **ISOS app** onto your phone
- ✓ Email copies of your passport and insurance policy to yourself so you have a **digital copy**
- ✓ Enter all **emergency contact numbers** into your phone

Support

- Curtin Supervisor where applicable
- In country liaison where applicable
- Host Site supervisor
- Fieldwork coordinator
- Accommodation host
- [International SOS](#)
- [Curtin Counselling](#) (Monday – Friday office hours)
- [Safer Community Team](#) (24/7)
- Each other – always travel in groups of three
- Family
- [Smartertraveller](#), Embassy or Consulate





Resources

Curtin University

- [Travel Operations Portal](#)
- [Travel Approval](#)
- [Travel Facilitators](#)
- [Fieldwork Education Policy](#)
- [Fieldwork](#)
- [Fieldwork Preparation Online](#)
- [Fieldwork Forms](#)
- [Scholarship website](#)
- [Travel Insurance Brochure](#)
- [Travel Insurance Forms](#)
- [International SOS](#)
- [Curtin University Health Services](#)

The Global Society

- [The Global Society](#)
- [Top Packing Tips](#)
- [Staying Healthy on a Short-Study Program](#)

Australian Government

- [Smartraveller Visa Guide](#)
- [National Police Check](#)
- [Smartraveller](#)
- [Working With Children Check](#)

Other

- [University of Sydney's National Centre for Cultural Competence](#)

STAY SAFE & HAVE A GREAT TIME!

