

Fieldwork Preparation Checklist - International Fieldwork

	I have read and understood the Curtin University Fieldwork (Work Integrated Learning) Policy (available online at https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/)
	I have read and understood the Curtin University Fieldwork (Work Integrated Learning) Procedures (available online at https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/)
	I agree to follow Faculty/School procedures for fieldwork.
	I have submitted the Health and Legal requirements stipulated by my Faculty/School at the recommended time prior to the allocation of fieldwork placement.
	I have read and understood Travel Procedures for Students and completed the required Travel Approval Form (available at https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/).
	I have recorded the name and contact details of my Curtin Fieldwork Coordinator.
	I have confirmed the following details of my fieldwork placement : host site address, name and contact details of the Fieldwork Partner Supervisor; and scheduled dates and times I need to attend my fieldwork activity.
	I have contacted the Fieldwork Partner Supervisor prior to commencing fieldwork if required to do so.
	I have familiarised myself with the host organisation (e.g. core business, unique cultural aspects of the workplace).
	I will comply with clothing, uniform, and personal protective equipment requirements of the fieldwork site, or if none will ensure my dress standard is appropriate to the site's context.
	I have read the Curtin Student Charter and the Professional Code of Conduct and/or Standards for my discipline and/or fieldwork setting; and agree to be punctual and behave professionally and ethically during fieldwork.
	I will complete fieldwork orientation, preparation or pre-briefing sessions, including university and site-based inductions, prior to the commencement of fieldwork.
	I have been made aware of any risks associated with my fieldwork, and strategies to minimize them.
	I have advised Disability Services and/or Fieldwork Coordinator prior to placement if I require "reasonable adjustments" to fieldwork due to disability or medical condition(s).
	I have arranged family and personal commitments prior to commencing fieldwork and expect to complete all days and hours to enable me to meet the fieldwork requirements of my course.
	I am aware that I need to notify my Fieldwork Partner Supervisor and Curtin Fieldwork Coordinator if I expect to be absent from my fieldwork.
	My family /next of kin have contact details of my host site AND Fieldwork Coordinator in case of emergency.
	My next of kin details in OASIS are correct and my contact details are up-to-date.
	I am aware of my obligation to promptly report incidents and hazards during my fieldwork, to both the host site and Curtin , and I am familiar with the procedures to follow in the event of an incident.
	I have identified my own personal learning goals for this fieldwork activity and will discuss them with my Fieldwork Partner Supervisor at the commencement of fieldwork.
	I am aware of the assessment requirements associated with my fieldwork.
	I am aware that Curtin Counselling Service (08 9266 7850 or 1800 651 878- free call number) provides support during fieldwork if I have issues that affect my fieldwork activity.
PRIOR TO DEPARTURE FROM PERTH	
	I have ensured flights are booked for correct days and times.
	I have completed the relevant visa application.
	I have printed a copy of my passport and itinerary to take with me
	I have provided my family/next of kin a copy of my itinerary, passport and emergency contact numbers of both host site and Fieldwork Coordinator

	I have provided copies of the following documents if they have been requested of me: * Passport * Current vaccination status * Working With Children Check * Visa * Travel itinerary * National Police Clearance	
	I have registered my travel with DFAT/Smart Traveller at smartraveller.gov.au (including post placement travel)	
	I have declared any post placement travel plans and submitted any non-Voyager Travel booked itinerary to the relevant Faculty Travel Facilitator before departing Perth AND informed my Curtin Fieldwork Coordinator	
	I have obtained a International SOS Card to take with me with me and agree to follow the Communication Plan should an emergency arise during my fieldwork placement (see Emergency Assistance)	
	I have reviewed relevant country specific information, including unique cultural aspects of the placement	
	I have reviewed Curtin University's Insurance details on Personal Accidents and Business Travel.	
	I have identified a discipline specific support person to assist me and will inform my Fieldwork Coordinator	
	I have set up a regular contact schedule with my Fieldwork Coordinator (e.g. phone calls, Skype or emails)	
	I have access to Talent Release Forms (to gain approval to use photos or videos of people involved in fieldwork from the host site or individuals from host countries)	
	I have a card and/or a small gift to give to my host site to say thank you	
ON ARRIVAL AT HOST SITE		
	I will email my family/next of kin AND Fieldwork Coordinator to let them know I have arrived safely	
	I will give my host site supervisor my emergency contacts details for family/next of kin in Australia	
	I will set up local internet and phone if my host site is located overseas	
	I agree to attend the host site induction and cover (or ask about) : * Health and safety policies * First aid arrangements * Details of the health and safety representative * Emergency and evacuation Procedures * Incident reporting	
	I agree to conduct a risk assessment of both my host site and accommodation and return these by email to my Fieldwork Coordinator.	
PRIOR TO DEPARTURE FROM HOST SITE		
	I agree to maintain contact with my Fieldwork Coordinator by Skype and/or email, as arranged	
	I agree to present a thank you card and/or small gift to the host site	
	I agree to collect all signed Talent Release forms from people I have photographed or videoed	
	I agree to transfer all photos or relevant documents to a hard drive to give to the relevant department on my return.	
END OF PLACEMENT		
	I agree to email my Fieldwork Coordinator once I arrive back in Perth	
	I agree to submit any assessments as required	
	I agree to submit all completed Talent Release forms to the relevant department	
	I agree to make an appointment with the counselling sessions for a post-placement debrief (if necessary)	
Student name and student number	Signature	Date
Curtin Fieldwork Coordinator name and staff number	Signature	Date