



Curtin University

# Pre-Briefing

Preparation for Fieldwork



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# Overview of Briefing

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- Introduction to Fieldwork
- Preparation for Fieldwork
- Insurance, Travel and Safety
- Professional Conduct in the Workplace
- Learning in the Workplace





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# Introduction to Fieldwork



# Introduction to Fieldwork

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## 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





# Introduction to Fieldwork

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## Roles and Responsibilities

- Fieldwork Co-ordinator
- Fieldwork Supervisor
- Your responsibilities as a student





# Preparation for Fieldwork



# Preparation for Fieldwork



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## About your placement

*Read up on your host company*

- Location, contact details, etc.
- Allocations, dates etc.
- What to expect
- Uniform or dress requirements

*Read up on the location*

*Understanding the culture and laws in your destination*

*Research your destination and socio-political events*

**Complete the *Fieldwork Preparation online module* in BlackBoard**



# Preparation for Fieldwork

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## Family and personal arrangements

*Ensure that you can cope with the added demands of work experience. Consider:*

- *Family & personal commitments*
- *Study and assessment timeframes*
- *Leisure and social activities*





# Preparation for Fieldwork

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## Approval of fieldwork

*All fieldwork must be approved through the Fieldwork Online Risk Assessment tool.*

- *Identify specific risks for the placement*
- *any mitigation strategies implemented*
- [WIL website](#)
- [Health and Safety Management website](#)



# Preparation for Fieldwork



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## Legal Requirements

- .... *Health Checks*
- ... *Working with Children Check*
- ... *National Police Certificate*
- ... *Immunisations*
- ... *Current first aid training*
- ..... *OHS requirements*
- .... *Intellectual property*



# Preparation for Fieldwork



## Access and Participation

- Confidentially disclose any disability, medical condition, injury or other personal circumstance that may affect your ability to successfully complete fieldwork.
  - *Non-disclosure may affect insurance cover.*
- 'Reasonable adjustments' can be made to facilitate access and participation in fieldwork activities.
- The Curtin [AccessAbility Service](#) can assist you.



# Preparation for Fieldwork

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## Sources of Support

- Your Fieldwork Co-ordinator
- [Curtin Counselling & Wellbeing](#)
- Post-placement de-briefing





# Travel, Safety and Insurance





# COVID-19



All students and staff should:

- Read [Curtin's Pandemic plan](#)
- Read [Novel Coronavirus \(COVID19\)](#) advice on the Curtin website.
  - Read the [specific coronavirus travel information](#)
  - See advice on [making decisions about travel](#)
- Implement changes to address personal safety i.e. social distancing, hygiene and size of gatherings.
- Read and act on the [updates related to First Aid](#)
- Regularly check for [updates](#) related to [major events, social activities](#) and [travel](#) as they change frequently.





# Health & Safety

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- Your workplace may require you to undertake a Health & Safety induction or follow additional H&S processes on site.
- If you are involved in an incident while on your work placement, you should report this as soon as possible via CHARM (the Health and Safety portal):
  - To your workplace supervisor
  - To your Curtin contact



# Travel Arrangements

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If your fieldwork involves air travel or an overnight stay:

- Ensure you have secured safe accommodation
- Apply for travel approval (see [Travel Procedures](#))
  - Book all travel through Curtin Travel
- Read the travel insurance information on the [Travel Insurance Brochure](#)
- Ensure **next of kin** details are up-to-date in OASIS





# Staying Safe

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If your fieldwork involves international travel the better prepared you are, the safer you will be.

Learn about [staying safe and avoiding danger overseas.](#)



# Curtin Travel Insurance



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 available under the [Insurance Forms](#) tab. When completed please forward the Claim Form, along with your supporting documentation, to [insurance@curtin.edu.au](mailto:insurance@curtin.edu.au).

## **Policy Excess**

There is a Policy Excess of AUD250.00 applicable to the Electronic Equipment section of the Policy.



# Professional Conduct

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- Punctuality and accountability
- Appropriate dress
- Observing normal workplace practices
- Treating everyone with respect
- Taking responsibility for your digital footprint
- Show initiative, autonomy and be proactive
- Engage with employees



# Professional Conduct

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## Confidentiality and Privacy

- *Your host company may require you to sign a Confidentiality Agreement*
- *Maintain confidentiality of hosts / partners, their clients and information*
- *Comply with protocols of host / partner*



# Professional Conduct



Choose one category of professional conduct, and write down what you think each of these might look like?

**Poor**  
Workplace  
Behaviour

**Expected**  
Workplace  
Behaviour

**Good**  
Workplace  
Behaviour



# Organisational Culture

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- The way ‘we do things around here’
- Varies across professions and workplaces
- Includes:
  - Policies and procedures
  - Social interactions
  - Awareness of cultural diversity
  - Negotiating office politics





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# Learning in the Workplace



# Learning in the Workplace

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- 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







# Learning in the Workplace



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## Retaining artefacts

- 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
  - Seek clarity about work that you can retain.



# Before you leave today ...

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- Complete the **Fieldwork Preparation Checklist**
- Note your contact, in case you have any concerns, either before or during your placement:

