



Curtin University

Preparation for Fieldwork

Approved Fieldwork Induction for Students



Overview of Briefing

This briefing slide-deck represents the minimum expectation of information that needs to be provided to students to plan and complete fieldwork in a safe and effective manner. There may be additional requirements depending on the nature and location of your fieldwork.

- Introduction to Fieldwork
- Preparation for Fieldwork
- Health and Safety
- International considerations
- Travel and Insurance
- Professional conduct in the workplace
- Learning in the Workplace

Complex legislative environment

COMMONWEALTH

- Higher Education Standards Framework (Threshold Standards), 2015
- Australian Health Professional Regulatory Law, 2010 (Cwlth, with state equivalents)
- Education Services for Overseas Students (ESOS) Act
- National Security Legislation Amendment (Espionage and Foreign Interference) Act 2018
- Defence Trade Control Act, 2012
- Competition and Consumer Act
- Australian Privacy Principles
- **NEW** National Higher Education Code to Prevent and Respond to Gender-based Violence, 2025
- DFAT Child Protection Policy, 2025
- DFAT Preventing Sexual Exploitation Abuse and Harassment Policy, 2019
- Disability Discrimination Act, 2004
- Disability Standards for Education, 2005
- Modern Slavery Act, 2018
- Fair Work Act, 2009

Disability Services Act, 1993

Equal Opportunity Act, 1984

Work Health and Safety Act, 2020

Working with Children (Screening) Act, 2004

Working with Children / Vulnerable People (state equivalents)

STATE



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

Introduction to Fieldwork

Roles and Responsibilities

- Fieldwork Co-ordinator
- Fieldwork Supervisor
- Your responsibilities as a student
- Host / Placement organisation and supervisor

Key resources

- Curtin Student Fieldwork website

<https://students.curtin.edu.au/experience/employment/wil/fieldwork-preparation/>

- Fieldwork manual
- Faculty websites

Preparation for Fieldwork

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

- Understand cultural expectations, activities and practices
- Be aware of the socio-political environment

Preparation for Fieldwork

Family and personal arrangements

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

- *Personal health and commitments*
- *Family & caring commitments*
- *Study and assessment timeframes*
- *Leisure and social activities*

Preparation for Fieldwork

Approval of fieldwork

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

- *identify specific risks for the placement*
- *consider and implement mitigation strategies*

[*Fieldwork Preparation website*](#)

Preparation for Fieldwork

Legal, Course and Unit requirements

- ... *Health Checks – personal well-being*
- ... *Immunisations*
- ... *Working with Children Check*
- ... *National Police Certificate*
- ... *Current first aid training*
- ... *Health and Safety requirements*
- ... *Intellectual property*
- ... *Privacy and Digital security*

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 your insurance cover.*
- Reasonable adjustments can be made to facilitate access and participation in fieldwork activities. Meet with Fieldwork Coordinators to determine specific requirements and adjustments.
- Fieldwork Coordinators and Curtin AccessAbility Services can assist you.

Preparation for Fieldwork

Sources of Health and Psychological Support

Fieldwork provides you with a window into the complex work of work which may include experiences and exposure to confronting situations. Be pre-active about maintaining your own mental health.

- Your Fieldwork Co-ordinator (see incident reporting)
- [Curtin Personal Support](#)
- [Curtin Counselling and Wellbeing Advice](#)
- Post-placement de-briefing
- International SOS Psychological support (post trip)

Health and Safety

Curtin University is committed to providing a safe learning environment on campus, virtually and on industry, community and professional placements.

- staff and students; and
- members of the public, *especially* vulnerable people (e.g. unwell, disabled, elderly, children) or those from marginalised groups.

Curtin University has zero tolerance for:

- Discrimination of any form;
- Gender-Based Violence;
- Sexual harassment and/or sexual assault; and
- Exploitation, harassment or abuse of others.

There may be specific reporting obligations if you witness any of these behaviours during your placement.

Personal Safety Overseas

Situational awareness should guide your decision making.

Particularly at night:

- Travel in a group of 2 or more and check in with others regularly
- Be mindful of local customs (e.g. tattoos, piercings, certain types of clothing, etc.)
- Limit alcohol consumption, avoid clubs/bars
- No drugs
- Be aware of gender and LGBTQIA+ risks
- Be aware of socio-political events and unrest
- Carry your phone at all times
- Save emergency numbers
- Download the International SOS app



[Review the International Fieldwork – Situational awareness presentation](#)

Food, Alcohol & Hygiene Overseas

Be conscious about the risks associated with consuming food and alcohol, and of maintaining personal hygiene.



Drink bottled water



Wash hands before eating



Limit your use of alcohol

[Review the International Fieldwork – Situational awareness presentation](#)

Cybersecurity

Review your digital footprint and technologies

- Review social media content which may be accessible overseas
- Consider advice on appropriate [use of social media](#)
- Only use professional profiling sites e.g. [LinkedIn](#)
- Review photographic images on your mobile/devices
- For International travel, be aware that some Government Customs Agents will seek to review data on your mobile devices

Use Curtin email for communication

- Email copies of important documents/cards to yourself

Use Curtin authorised technology and software.

- [Update software](#) before commencing fieldwork
- Refer to Curtin advice on using unauthorised software
- Find secure locations for online meetings or phone calls to prevent information leak

Refer to [Student IT Essentials](#), [Online safety guide](#).

Respectful Relationships

Curtin is committed to providing a safe and respectful working and learning environment for our Curtin community – this extends to your Fieldwork Learning. **Gender-based violence, including sexual assault and sexual harassment, is against the law and unacceptable at Curtin.**

If you are aware of, or have experienced an incident of gender-based violence, you can [report it online](#), or call our Safer Community Team on 08 9266 4444.

Our priority is to protect and support all members of the Curtin community. We will provide support regardless of where or when the incident occurred. See the [Respectful Relationships](#) page for information and support.

Student and staff rights & responsibilities

Curtin staff and students on Fieldwork are expected to adhere to relevant Curtin statutes, rules, by-laws, policies and procedures, including:

- [Student Charter](#)
- [Statute 10](#)
- [General Misconduct](#)
- [Gender-based Violence Prevention and Response Policy](#)
- [Diversity, Inclusion and Belonging](#)



Concerns, Incidents & Accidents

Health and Safety Legislation

Curtin and the placement organisation have a shared duty of care for everyone engaged in activities on their site, as well as members of the public and others who visit or are under the direction or influence of their employees (includes students on placement and volunteers).

The Royal Commissions into [Sexual Abuse of Children](#), [Disability care](#) and [Aged care quality and safety](#) have highlighted major concerns about the safety of vulnerable people in specific contexts and the under-reporting by staff, and others in those settings, of concerns about safety of vulnerable people.

What should be reported?

- Illness, accidents resulting in injury or harm
- Concerns about personal health and safety, and of others
- Exploitation, harassment or abuse of yourself; or
- Exploitation, harassment or abuse of children, vulnerable people
- Concerns about interactions and contact with foreign agents

Concerns, Incidents & Accidents

If you are involved in an **incident** while on fieldwork, you should report this as soon as possible:

- to your Curtin Fieldwork Coordinator and Host organisation supervisor
- SafeZone app (domestic)
- [via the RISE reporting system](#)

Life threatening emergencies

- Dial 000 in Australia
- International SOS app (International)

General, non-emergency assistance

- SafeZone app/Safer Communities (domestic)
- Emergency notification plan – domestic / international

Withdrawal from Fieldwork

Students may be withdrawn from fieldwork under certain circumstances:

- Personal safety and wellbeing
- Health or illness
- Legal reasons
- Critical events outside of Curtin University's control

Curtin will work with people withdrawn from fieldwork because of health or illness to establish a Return to Fieldwork plan.

Where possible Curtin will seek to find ways for people to complete fieldwork when the specific situation has resolved.

People undertaking projects or international fieldwork should have back-up plans in case fieldwork activities are disrupted/cancelled.

Travel & Insurance

If your fieldwork involves air travel or an overnight stay:

- Ensure you have secured safe accommodation
 - Complete the Accommodation Site Safety checklist where required
- Apply for travel approval (see [Travel Procedures](#))
 - Save copies of all Travel Bookings if making own arrangements, or book through Curtin Travel after completing Travel Form
 - Complete any travel related checklists
 - Download [SafeZone app](#) (Domestic) or [International SOS app](#) (International)
- Understand travel insurance obligations and coverage
 - Read the [Curtin Travel Insurance Policy](#)
- Ensure contact and **next of kin** details are up-to-date in OASIS



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.

Policy Excess

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



Professional Conduct

Confidentiality and Privacy

- Broadly defined in Fieldwork Agreement
- *Your host company may require you to sign an agreement regarding confidentiality*
- *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

- 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

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

Learning in the Workplace

Build up a portfolio evidencing work and experience

- Evidence of how you completed tasks
- Samples of work you produced
- Emails / letters commending your work
- References from your supervisor
- Awards or other recognition

Seek approval regarding any material or work that you can retain upon completing your fieldwork placement.

Before you leave today ...

Review and/or complete:

- Specific Fieldwork requirements and activities;
- Fieldwork Risk Assessment; and/or
- relevant Student Fieldwork Preparation Checklists

A copy of your Risk Assessment/ Fieldwork preparation checklist and other documents may be required by the School or Host organisation immediately prior to placement.

Note your Host organisation contact details, in case you have any concerns, either before or during your placement.