

## Fieldwork Coordinator and Fieldwork Staff

### International Fieldwork Preparation Checklist

✓	<b>Approximately 4 months prior to Fieldwork Placement commencement date:</b>
	Fieldwork Coordinator is to:
	<ul style="list-style-type: none"> <li>Consult <a href="#">Curtin Fieldwork Manual</a> and review <a href="#">Curricular or Co-curricular Fieldwork FlowChart</a></li> </ul>
	<ul style="list-style-type: none"> <li>Liaise with host organisation and finalise placement (including dates of placement and student numbers)</li> </ul>
	<ul style="list-style-type: none"> <li>Send copy of <a href="#">WIL Guide for Host Organisations</a> to host organisation</li> </ul>
	<ul style="list-style-type: none"> <li>Host organisation to complete <a href="#">Fieldwork Preliminary Risk Identification</a> form (in conjunction with Fieldwork Coordinator)</li> </ul>
	<ul style="list-style-type: none"> <li>Determine risk level based on completed <a href="#">Fieldwork Preliminary Risk Identification</a> form and complete <a href="#">Fieldwork Risk Matrix</a> if required</li> </ul>
	<ul style="list-style-type: none"> <li>Work with Head of School to approve placement based on completed <a href="#">Fieldwork Preliminary Risk Identification</a> form</li> </ul>
	<ul style="list-style-type: none"> <li>Determine need for overnight travel (most international travel will be overnight and Student Travel Approval will be required from Head of School)</li> </ul>
	<ul style="list-style-type: none"> <li>Draft <a href="#">Fieldwork Agreement</a> and arrange for translation into host organisation language if required</li> </ul>
	<ul style="list-style-type: none"> <li>Send copy of <a href="#">Fieldwork Agreement</a> to host organisation for signing</li> </ul>
	<ul style="list-style-type: none"> <li>Recruit students for the Fieldwork Placement</li> </ul>
	<ul style="list-style-type: none"> <li>Commence spreadsheet to track all student/host organisation details</li> </ul>
	<ul style="list-style-type: none"> <li>Determine withdrawal procedure; termination of placement; and process for underperforming/failing student</li> </ul>
	<ul style="list-style-type: none"> <li>Obtain written acceptance of placement from student (deposit may be required)</li> </ul>
	<ul style="list-style-type: none"> <li>Advise student of need to commit to all pre-briefing sessions</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure student submits copy of passport (or advise student to begin passport process)</li> </ul>
	<ul style="list-style-type: none"> <li>Provide student with <a href="#">Travel Approval Form - student travel</a> and <a href="#">Fitness to Travel Medical Certificate</a> (to be completed by student with pre-existing disability or medical condition or if student requires reasonable adjustments based on their pre-existing disability or medical condition). Advise to return ASAP.</li> </ul>
	<ul style="list-style-type: none"> <li>Submit completed <a href="#">Travel Approval Form - student travel</a> and <a href="#">Fitness to Travel Medical Certificate</a> (if applicable) to Head of School for approval</li> </ul>
	<ul style="list-style-type: none"> <li>Once approved, submit <a href="#">Travel Approval Form - student travel</a> to <a href="#">Faculty Travel Facilitator</a> to be entered onto Travel Tracker</li> </ul>
✓	<b>Approximately 3 months prior to Fieldwork Placement commencement date</b>
	Fieldwork Coordinator to provide student with the following:
	<ul style="list-style-type: none"> <li>Instruction to access <a href="#">Fieldwork Education Policy</a> and <a href="#">Fieldwork Manual</a></li> </ul>
	<ul style="list-style-type: none"> <li>Instruction to complete <a href="#">Fieldwork Preparation Online</a> prior to departure</li> </ul>
	<ul style="list-style-type: none"> <li>Advice to read Curtin University's <a href="#">Student Charter</a>, the <a href="#">Guiding Ethical Principles</a>, the <a href="#">Curtin Student Conduct booklet</a></li> </ul>
	<ul style="list-style-type: none"> <li>Advise student to seek medical advice (re: vaccinations, physical and mental health) from a Travel Doctor</li> </ul>
	<ul style="list-style-type: none"> <li>Advise student to contact <a href="#">Disability Services</a> and/or Fieldwork Coordinator prior to placement if student requires "reasonable adjustments" to fieldwork due to disability or medical condition(s)</li> </ul>
	<ul style="list-style-type: none"> <li>Instruction on how and when to <a href="#">book travel</a> (may be dependent on program)</li> </ul>

✓	<b>Approximately 2 months prior to Fieldwork Placement commencement date</b>
	Fieldwork Coordinator to:
	<ul style="list-style-type: none"> <li>Execute <a href="#">Fieldwork Agreement</a> with host organisation (language specific if required)</li> </ul>
	<ul style="list-style-type: none"> <li>Submit <a href="#">Fieldwork Agreement</a> to Head of School for signing</li> </ul>
	<ul style="list-style-type: none"> <li>Make arrangements for signed <a href="#">Fieldwork Agreement</a> to be entered onto Curtin <a href="#">Contracts and Agreements Register</a> and local area hard drive</li> </ul>
	<ul style="list-style-type: none"> <li>Submit all travel/itinerary details to <a href="#">Faculty Travel Facilitator</a> (where flights booked outside of Curtin's travel provider)</li> </ul>
	<ul style="list-style-type: none"> <li>Request Business Visa "Letter of Invitation" for student from host organisation (if required)</li> </ul>
	Fieldwork Coordinator to provide the following to student (for completion or review):
	<ul style="list-style-type: none"> <li>Instructions on how to apply for visa and "Letter of Invitation" from host organisation (if required)</li> </ul>
	<ul style="list-style-type: none"> <li>Any school specific or curriculum requirements associated with the fieldwork placement</li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Emergency contacts – students/staff</a></li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Student International Fieldwork Preparation Checklist</a></li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Fieldwork Preliminary Risk Identification</a> form (to complete on arrival)</li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Local Area Host Site Induction Checklist</a> (to complete on arrival)</li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">WIL International Accommodation and Site Safety Assessment</a> form (to complete on arrival)</li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Curtin University Communication Plan for Emergency Incident or Illness/non-Emergency Incident or Illness</a> (staff to insert relevant phone numbers)</li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">International SOS wallet card</a></li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Travel Insurance Brochure</a> and <a href="#">Certificate of Currency</a></li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Talent Release Form</a></li> </ul>
	<ul style="list-style-type: none"> <li>Request student complete <a href="#">Working With Children Check</a> and/or <a href="#">National Police Clearance</a> (if required)</li> </ul>
	<ul style="list-style-type: none"> <li>Advise dates to attend pre-briefing</li> </ul>
	Fieldwork Coordinator to provide the following to host organisation:
	<ul style="list-style-type: none"> <li>Copy of completed and signed <a href="#">Fieldwork Agreement</a></li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">WIL International Accommodation and Site Safety Assessment</a> form (to be completed for any on-site accommodation being provided or accommodation being booked or arranged by the host organisation)</li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Curtin University Communication Plan for Emergency Incident or Illness/non-Emergency Incident or Illness</a></li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Travel Insurance Brochure</a> and <a href="#">Certificate of Currency</a></li> </ul>
	<ul style="list-style-type: none"> <li>Copy of students flight/travel itinerary</li> </ul>
	<ul style="list-style-type: none"> <li>Copy of <a href="#">Host Organisation Detail of Work Placement/Internship Experience Form</a> to be completed and returned</li> </ul>
✓	<b>Approximately 1 month prior to Fieldwork Placement commencement date</b>
	Host organisation is to provide to Fieldwork Coordinator :
	<ul style="list-style-type: none"> <li>Completed <a href="#">WIL International Accommodation and Site Safety Assessment</a> form</li> </ul>
	<ul style="list-style-type: none"> <li>Review the completed <a href="#">WIL International Accommodation and Site Safety Assessment</a> form in context with the <a href="#">Fieldwork Risk Matrix</a>. Seek advice from Risk Management or Insurance if any concerns have been identified</li> </ul>
	<ul style="list-style-type: none"> <li>Completed <a href="#">Host Organisation Detail of Work Placement/Internship Experience Form</a> (to be forwarded to student)</li> </ul>
	<ul style="list-style-type: none"> <li>Project ideas and basic itinerary for student</li> </ul>

	Student to attend pre-briefing session #1 covering the following:
	<ul style="list-style-type: none"> <li>• Fieldwork Supervisor contact details – 24 hour contact details for x 2 Curtin staff</li> <li>• Description of program/aims/objectives/risks/strategies to minimise risk</li> <li>• Overview of host site – name of host, contact details of supervisor, location, work hours, transport, meals etc.</li> <li>• Professional preparedness – behaviours, time management, uniform, communication, confidentiality, privacy, cultural competence, global perspectives, benefits of Fieldwork Placement to both student and host organisation</li> <li>• Logistics – Dates, Flights, Visa requirements, Accommodation, Transport, Baggage, Cash, Language, Dress, Weather, Phones &amp; IT, Photography/social media policy, Food and drinks/alcohol, Internal travel, Estimated costs/budget, Weekend/sick leave</li> <li>• Health Advice - General advice, Vaccinations recommended, Gastro, Avian Flu, Malaria, Dengue, Rabies, HIV/AIDS, STI, TB, Illegal drug use and trafficking, Mental health</li> </ul>
	Student to attend pre-briefing session #2 covering the following:
	<ul style="list-style-type: none"> <li>• Pre-departure safety – travel with copies of important documents, register with Department of Foreign Affairs and Trade (<a href="#">DFAT</a>), pack <a href="#">International SOS wallet card</a></li> <li>• Safety in country - Travel, Scams, Pickpocketing, Drink spiking, After dark travel, Travel in groups (when possible), Local phone, Emergency phone numbers, Personal Protective Equipment, Emergency Communication flow chart</li> <li>• Insurance and post trip travel insurance cover</li> <li>• Emergency Planning – Emergency Communication plan flow chart</li> <li>• Incident/Accident/Hazard reporting online: <a href="https://riskmanager5.rmss.com.au/CurtinUni/incidents/reportincident.aspx">https://riskmanager5.rmss.com.au/CurtinUni/incidents/reportincident.aspx</a></li> <li>• What to do on arrival - Who to call, Familiarise self with emergency exits etc., Set up internet, Attend host site induction, Complete paperwork and return to Fieldwork Coordinator, Maintain regular contact with Fieldwork Coordinator</li> <li>• What to bring - Clothing, Food, Text books, Gifts, First aid kit, Usual medications (with script if needed), Toiletries/sanitation products, Computer devices, Power adaptors, Curtin promotional materials, Tourist guide book, Lock for suitcase</li> <li>• Items you may need to purchase and List of tourist activities</li> <li>• Arrange student support - weekly Skype sessions for first two weeks, then weekly email updates</li> </ul>
	Student to attend pre-briefing session #3 covering the following:
	<ul style="list-style-type: none"> <li>• Preparing for Culture Shock</li> <li>• Language and Culture preparation (provide local language speaker if available)</li> <li>• Working with Interpreters (if needed)</li> </ul>
	Fieldwork Coordinator check student has completed the following and ensure documentation up to date:
	<ul style="list-style-type: none"> <li>• Submitted copy of passport and visa</li> </ul>
	<ul style="list-style-type: none"> <li>• Completed and submitted <a href="#">Emergency contacts – students/staff</a> and ensure up to date in Student One</li> </ul>
	<ul style="list-style-type: none"> <li>• Completed and submitted <a href="#">Student International Fieldwork Preparation Checklist</a></li> </ul>
	<ul style="list-style-type: none"> <li>• Completed and submitted <a href="#">Working With Children Check</a> and/or <a href="#">National Police Clearance</a> (if required)</li> </ul>
	<ul style="list-style-type: none"> <li>• Given written consent for Fieldwork Coordinator to release medical declarations to host organisation (if required)</li> </ul>
	<ul style="list-style-type: none"> <li>• Notified Fieldwork Coordinator and <a href="#">Faculty Travel Facilitator</a> of any changes to original travel itinerary</li> </ul>
	<ul style="list-style-type: none"> <li>• Registered with DFAT: <a href="http://smartraveller.gov.au/">http://smartraveller.gov.au/</a></li> </ul>
	<ul style="list-style-type: none"> <li>• Declared all accommodation and airport transfer arrangements</li> </ul>
	<ul style="list-style-type: none"> <li>• Attended pre-departure counselling if required</li> </ul>

	<ul style="list-style-type: none"> <li>Identify name of discipline specific support person willing to support them for the duration of their fieldwork</li> </ul>		
	<ul style="list-style-type: none"> <li>Liaised with <a href="#">Centrelink</a> if benefits will be affected by their overseas travel</li> </ul>		
	<ul style="list-style-type: none"> <li>Made contact with host organisation regarding: location, address, transport, work hours, work days etc.</li> </ul>		
✓	<b>On arrival in host country</b>		
	Student is to:		
	<ul style="list-style-type: none"> <li>Contact and advise 1) Fieldwork Coordinator, 2) Next of Kin, and 3) Host Organisation supervisor of safe arrival</li> </ul>		
	<ul style="list-style-type: none"> <li>Set up internet and phone access</li> </ul>		
	<ul style="list-style-type: none"> <li>Attend Local Host Site Induction – or complete self-induction using <a href="#">Local Area Host Site Induction Checklist</a></li> </ul>		
✓	<b>Within 3 days of commencing Fieldwork Placement</b>		
	Student is to complete and return to Fieldwork Coordinator:		
	<ul style="list-style-type: none"> <li><a href="#">Fieldwork Preliminary Risk Identification</a> form</li> </ul>		
	<ul style="list-style-type: none"> <li><a href="#">Local Area Host Site Induction Checklist</a> form</li> </ul>		
	<ul style="list-style-type: none"> <li><a href="#">WIL International Accommodation and Site Safety Assessment</a> form</li> </ul>		
✓	<b>During Fieldwork Placement</b>		
	Student is to:		
	<ul style="list-style-type: none"> <li>Maintain planned contact with Fieldwork Coordinator via email/Skype/telephone</li> </ul>		
	<ul style="list-style-type: none"> <li>Advise Fieldwork Coordinator and <a href="#">Faculty Travel Facilitator</a> of any alterations to existing travel plans</li> </ul>		
	Fieldwork Coordinator is to:		
	<ul style="list-style-type: none"> <li>Review completed forms and discuss with Risk Management or insurance if any concerns raised</li> </ul>		
	<ul style="list-style-type: none"> <li>Maintain planned contact with student</li> </ul>		
	<ul style="list-style-type: none"> <li>Make contact with host organisation supervisor at beginning, midway and conclusion of placement for feedback</li> </ul>		
✓	<b>Prior to departure from Fieldwork Placement</b>		
	Student is to:		
	<ul style="list-style-type: none"> <li>Collect all <a href="#">Talent Release Forms</a></li> </ul>		
	<ul style="list-style-type: none"> <li>Finalise documentation required for assessments</li> </ul>		
	<ul style="list-style-type: none"> <li>Conduct exit meeting with host and thank host organisation with small gift</li> </ul>		
✓	<b>At conclusion of Fieldwork Placement</b>		
	Student is to:		
	<ul style="list-style-type: none"> <li>Inform Fieldwork Coordinator of their return via email or phone</li> </ul>		
	<ul style="list-style-type: none"> <li>Submit <a href="#">Talent Release Forms</a> and any assessments if required</li> </ul>		
	<ul style="list-style-type: none"> <li>Attend debrief post placement and complete post placement survey/feedback</li> </ul>		
	<ul style="list-style-type: none"> <li>Make an appointment with Counselling for a post-placement debrief (if necessary)</li> </ul>		
	Fieldwork Coordinator is to:		
	<ul style="list-style-type: none"> <li>Conduct de-brief session and identify if counselling is needed and refer as required</li> </ul>		
	<ul style="list-style-type: none"> <li>Review process, make any changes as required, provide any reporting data as required</li> </ul>		
	<ul style="list-style-type: none"> <li>Send thank you email to host site</li> </ul>		
Student name and student number		Signature	Date
Curtin Fieldwork Coordinator name and staff number		Signature	Date