

Arbeitshilfe zur Orientierung

Formblatt Guidelines für den RAHMENAUSBILDUNGSPLAN/ Soziale Arbeit/Englisch

Aims/Objectives and Learning Outcomes for the field placement

1. The practical training should provide the student with an understanding of

- the aims and purposes of the agency;
- the administration and management structure of the agency and of any larger organisations to which the agency belongs;
- the finance and resources of the agency;
- the personal qualities, competences and skills of social work practitioners;
- the importance of teamwork and staff development;
- the agency's network of relations, co-operation and partners.

2. The student should also be introduced to the working methods of the

- supervisor. The following should be clarified:
- socio-economic and political factors in the location of the social service agency;
- social hierarchy and staff structure;
- aims and purposes of the supervisor in relationship to the student;
- the amount of time, she/he needs to manage and organise her/his daily and prospective tasks.

3. The supervisor and student should also clarify their relationship and discuss

- opportunities for co-operating with each other. She/he should be informed about: her/his duties and rights as a trainee;
- her/his tasks and scope of tasks at the agency;
- objectives regarding the planning and organisation of daily and prospective work;
- possibilities of participation in staff coordination meetings and to contact their peers, trainees;
- opportunities for getting to know each other, to exchange and reflect on practical experiences;
- and to develop a professional role and identity of a social worker.

4. Further knowledge and skills:

- getting to know the special problems and life circumstances of a social worker's clients;
- getting in contact with clients of social workers and developing a professional relationship with them;
- understanding the political, social and individual roots of problems;
- solving problems by using knowledge of pedagogy, law and administrative practice;
- practising methodical strategies particular to social work;
- the ability to keep records and to develop „improvement strategies“;
- the ability to use planning techniques, realising plans and monitoring them;
- the ability to manage time effectively and economically.

