



National Institute of Social Development Policy on Field Practice

Policy Title: Policy on Field Practice

Policy Number: 22

Functional Area: Institute Staff and Students

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director General, ADG, Directors, Heads of Department, Director, Student Supportive Service Centre

22.1. Rationale and Purpose

The National Institute of Social Development (NISD) recognizes the critical importance of field practice in the education and training of future social workers. This policy outlines the principles, guidelines, and responsibilities of students, field instructors, and staff to ensure a practical, ethical, and enriching field practice experience.

22.2. Objectives of Field Practice

22.2.1. Integration of Theory and Practice:

- Enable students to apply theoretical knowledge in practical, real-world settings.

22.2.2. Professional Skill Development:

- Develop essential social work skills and competencies through hands-on experience.

22.2.3. Ethical Practice and Professionalism:

- Promote ethical decision-making and professional conduct in various social work contexts.

22.2.4. Critical Reflective & holistic practice Learning:

- Encourage students to engage in Critical, holistic reflective practice to enhance their professional growth and development for lifelong learning.

22.3. Guidelines for Field Practice

22.3.1. Placement Process:

- **Assignment:** Students will be assigned to field practice agencies based on their interests, educational requirements, and the availability of suitable placements.
- **Orientation:** Students must attend an orientation session that covers field practice expectations, policies, and safety procedures before commencing their placement.

22.3.2. Roles and Responsibilities:

- **Field Instructors supervisors and faculty supervisors**
 - **Qualifications:** Must possess relevant qualifications and experience in social work approved by AAB & GC
 - **Supervision:** Provide regular supervision, support, and feedback to students.
 - **Evaluation:** Assess student performance using standardized evaluation tools and provide constructive feedback to foster learning and development.
- **Students:**
 - **Professional Conduct:** Adhere to the NISD Code of Conduct, exhibiting professionalism, respect, and ethical behavior at all times.
 - **Attendance and Punctuality:** Maintain regular attendance and promptly notify field instructors and the NISD Field Practice Coordinator of any absences or lateness.
 - **Documentation:** Complete all required documentation and reports accurately and in a timely manner.
 - **Confidentiality:** Maintain the confidentiality of client information and adhere to relevant privacy laws and agency policies.

22.4. Evaluation and Assessment:

- **Performance Review:** Faculty supervisors/ field instructors will regularly review and assess student performance using standardized evaluation forms.
- **Feedback:** Students will receive ongoing feedback to support their professional development and address areas needing improvement.

22.5. Ethical Considerations:

- **Compliance with Standards:** Students and field & faculty instructors / supervisors must comply with the ethical standards and guidelines set forth by NISD and relevant professional bodies.
- **Cultural Sensitivity:** Students should practice cultural sensitivity and respect for

diversity in all interactions.

- Conflict Resolution: Any issues or conflicts that arise during field practice should be promptly reported to the Field Practice Coordinator for resolution with consultation of field practice committee

22.6. Support and Resources:

- Field Practice Coordinator: The coordinator will serve as a liaison between NISD, the student, faculty supervisors and the field agency, providing support and addressing any concerns.
- Training and Workshops: NISD will offer training field practice progress reviews and workshops to prepare students and field instructors for successful field practice experiences.
- Counselling Services: Students can access counseling and support services if they experience challenges during their field practice.
- Adhere Trauma Informed Care (TIC)

22.7. Implementation and Review

- Policy Implementation: This policy will be implemented by the NISD Field work unit in collaboration with field agencies and academic departments.
- Periodic Review: The policy will be reviewed periodically to ensure it remains relevant and effective in achieving its objectives. Feedback from students, field instructors, faculty supervisor and agencies will be considered in the review process.