

## **Fieldwork Hours**

Each fieldwork placement has a set number of required hours. Ākongā are generally expected to complete 30 hours per week on-site and 5 hours of designated study time, totalling approximately 35 hours per week.

The hours recorded on the placement log are an approximate tally. Some ākongā may exceed the weekly total, while others may fall slightly below, depending on placement demands and learning needs. Our goal is to ensure that all ākongā achieve the required 1,000 hours of fieldwork education over the three-year programme. Fieldwork placements, along with integrated classroom-based learning hours, are intentionally structured to meet this requirement.

Fieldwork hours are calculated based on the actual time ākongā spend actively engaged in placement-related activities.

*The following activities do not count toward fieldwork hours:*

- Lunch breaks
- Informal conversations with colleagues
- Eating in the lunchroom
- Personal errands or time off-site unrelated to placement

*The following activities do count toward fieldwork hours:*

- Attending meetings while eating lunch
- Facilitating a therapeutic or structured lunch group
- Engaging with clients
- Travelling to and from client appointments
- Writing clinical notes or reports
- Participating in clinical discussions or supervision
- Attending professional development visits to relevant external sites
- If you're unsure whether a particular activity qualifies (e.g., a "working lunch"), please discuss this with your allocated fieldwork lecturer.

## **Placement Attendance Requirements**

Each fieldwork placement has a set number of required hours. The supervising kaiwhakaora ngangahau (occupational therapist) will confirm the specific days and times ākongā are expected to attend.

Placement hours or timetables must not be changed without approval from the supervisor or fieldwork lecturer.

Placements must be completed in full within the designated placement dates.

## **Study Time**

Each placement includes 5 scheduled study hours to support ākongā professional development.

These hours can be used for:

Researching relevant conditions, diagnoses, or legislation  
Working on placement-related projects or resources  
Completing required worksheets or learning activities

Study time may be completed either on-site or off-site, depending on your placement context and learning needs. Please note study hours are not to be used to leave early or organise personal travel.

## **Public Holidays**

Public holidays do not count toward the total placement hours.

If the placement includes a public holiday, and additional time is needed to meet hour requirements, this must be discussed and arranged with the ākongā, supervising kaiwhakaora ngangahau and fieldwork lecturer. Placement hours may vary slightly due to public holiday closures.