**Template 3 Pre-placement checklist**

Following a placement being sourced by a member of staff or a student, this pre-placement checklist offers placement/module co-ordinators an opportunity to sense check key issues that may need addressed to ensure the placement meets University requirements. Further categories can be added depending on subject area/situation at the placement/module co-ordinators discretion.

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| --- | --- | --- |
|  | **Check** | **Name and Signature** |
|  | Complete Y/N |  |
| I am the placement/module coordinator and can confirm that the placement student(s) and the placement/project provider have completed actions outlined in the checklist below to the required standard |  |  |

|  |  |
| --- | --- |
| Proposed placement provider |  |
| Name and Contact details (email preferred) |  |
| The Placement Provider has been provided with contact details of the University representative should they need to discuss the management of the placement. |  |
| Module |  |
| Is this placement being undertaken onsite or remotely? |  |

|  |  |
| --- | --- |
| **Student/s placed with this provider** | |
| Name |  |
| Name |  |

|  |  |  |  |
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| **Criteria** | **Check**  **completed** | **Actions/comments – please add any comments on how the proposed placement meets the different criteria prior to the start of the placement**    **Please note ‘Not applicable’ (NA) if a particular section does not apply to a remote placement.** | |
| Placement Suitability | | | |
| Sufficient detail has been returned from the potential placement provider to determine whether they can offer a suitable placement experience |  |  | |
| Students will be provided with sufficient information and guidance to make an informed choice about the placement opportunity |  |  | |
| Disabled students will be provided with sufficient information and guidance to make an informed decision about suitability of the placement and whether they require any reasonable adjustments? (Onsite or remote) |  | Please note any reasonable adjustments that are required to be made and follow up with accessibility staff required. | |
| The placement is to be conducted onsite? | Yes/No | If the placement is to be remote, does the student have access to the appropriate equipment to deliver the placement successfully, e.g. a laptop | |
| **Roles and Responsibilities** | | | |
| The placement provider will be made aware of their responsibilities through relevant handbook and/or through discussion |  |  |  |
| The student will be made aware of their responsibilities and should be sufficiently prepared before undertaking their placement opportunity e.g.:   * **Completing Induction** * **Completing a Covid 19 induction if onsite and access to guidelines on procedures** * **Access to IT equipment where relevant** * **Adherence to professional behaviours** * **Clear placement plan** * **Stakeholder engagement and communication protocol** |  |  |  |
| **Health and Safety (H & S)** | | | |
| The placement provider has been briefed on Health and Safety responsibilities |  |  | |
| A risk assessment has been completed following discussion with the placement provider |  |  | |
| The placement/module coordinator is satisfied that a risk assessment has been conducted fully and is appropriate for the needs of the University’s Health and Safety requirements and insurance requirements |  | Placement/module coordinator to comment and confirm | |
| **Data Protection** | | | |
| The placement provider is aware of their obligations under GDPR legislation and has appropriate data protection policies and practices in place |  |  | |
| **Site Access** | | | |
| A visit been made to the placement provider |  |  | |
| If this is not possible, a remote meeting or phone call has taken place to ensure all risk is mitigated according to the risk assessment checklist |  |  | |
| If appropriate provision been made for students with disabilities |  |  | |
| **Supervision** | | | |
| The module co-ordinator has set sufficient time to supervise this placement experience and communicate with the placement student to ensure the placement is on track. |  |  | |
| Placement provider support for, and communication with, the student will be maintained throughout the period of the placement. |  |  | |
| Procedures are in place to deal with queries, concerns or complaints that may arise during the placement and these are provided to both the provider and the students |  |  | |
| There are clear procedures in place to evaluate placements |  |  | |
| **Learning and Assessment** | | | |
| Learning outcomes are defined, relevant to the programme and achievable within the setting of the placement opportunity |  |  | |
| Students have been informed of assessment deadlines and procedures, including marking criteria |  |  | |
| Guidance has been provided to the placement provider if he/she will be involved in assessment |  |  | |
| The assessment strategy for the placements has considered appropriate means of re-assessment |  |  | |
| Mechanisms are in place to check that the placement is completed satisfactorily and methods of providing feedback are clear |  |  | |