**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?  |   |

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

|  |  |  |
| --- | --- | --- |
| **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  |    |     |