**Arranging your Work Based Learning Placement**

The College Placement Team are responsible for the allocation of placements and a dedicated placement coordinator is available to support all aspects of the placement allocation and delivery.

Additionally every student is allocated a Work Based Learning tutor from the university whose role is to support the student and the supervisor throughout the course of the placement. The tutor will visit the student at the placement at least twice during the course of the placement. Visits usually occur at the start of the placement and around the midway point.

During each visit a meeting is held with the tutor, the placement supervisor and the student.

The purpose of the meeting is to discuss the following areas:

* The students learning needs
* The experience and opportunities offered by the placement
* Arrangements including Induction, health and Safety issues etc.
* The students' progress on placement
* University procedures and requirements e.g. cause for concern procedures, reports, observations etc.
* Any issues or concerns
* Supervision, support and feedback arrangements

Work Based Learning (WBL) placements occur in year one and year two (year two and three if part time) of the course. Students are placed in a wide range of settings in the statutory, voluntary and private sectors for example, schools, children’s centres, family support services etc.

Placements provide a crucial element of the course in that they offer students the opportunity to observe and learn from skilled professionals, to develop their values, skills, knowledge, competence and to put into practice the theories they are taught in University.

Students are expected to be involved in as many aspects of the placement as possible, for example, planning, preparing and undertaking direct work with children, young people and families, undertaking observations, contributing to assessments, attending and contributing to meetings etc.