

Sickness and Absence from Placement

Have sickness and absence from placement procedures been discussed and agreed?

Yes No

Concerns

Have breakdown/failing student and concerns meeting procedures been discussed?

Yes No

Health & Safety

Have Health & Safety issues been discussed in relation to the student e.g. lone working, safeguarding, risk assessment etc.?

Yes No

Induction

Is an induction programme in place for the student?

Yes No

What is the length of the induction period and what it will include?

Placement Working Days/Hours

Please specify the students agreed working days/hours whilst on placement?

Agreed placement days:

Agreed start and finish times:

NB It is expected students will attend placement during agreed hours/days. Students MUST inform the supervisor of any absence/sickness immediately. Failure to do so will result in a concerns meeting and may result in termination of the placement

Student Practice Learning Needs and Opportunities

Please state the student's key learning needs for placement

1.

2.

3.

What practice opportunities will be available to the student during the placement to meet these needs

Supervision and Support

Please specify the arrangements for supervision, feedback and support for the student whilst on placement?

Please specify any other information regarding the support and supervision the student during the placement

Placement Supervisor Assessment

Summative Report: the placement supervisor must submit a summative report at the conclusion of the placement stating if the student has passed or failed the placement.

Observation of Practice: a minimum of two direct observations of the student's practice should be undertaken by the placement supervisor or an appropriate member of the team. The student should receive written feedback using the appropriate form.

Signed Weekly Placement Log: the placement supervisor must sign the student's log of placement hours to confirm student has completed 200 hours.

Date of Review of Placement: _____

Any Other Comments?

Signatures

Student		Date	
Supervisor		Date	
WBL tutor		Date	