

**Sheffield
Hallam
University**



Foundation Degree

**Working with Children, Young
People and Families**

Work Based Learning Handbook

Introduction

The Foundation Degree Working with Children Young People and Families is designed to provide the foundation for a range of careers working with children, young people, and their families.

Work Based Learning (WBL) placements occur in year one and year two of the course and students are placed in a wide range of settings in the statutory, voluntary, and private sectors for example, schools, children's centre's, family support services etc.

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

You will be expected to be involved in as many aspects of service provision 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.

You are assessed on both the practice and the academic elements of the placement through a range of submitted assignments and tasks.

Your placement supervisor will supervise and support you on placement and will offer you feedback regarding your development and progression. Your supervisor will undertake two observations and will submit a report at the conclusion of your placement indicating whether you have passed the placement.

Your placement supervisor is the key person to whom you relate on placement and is responsible for supporting you to fully access all learning opportunities and experiences.

- **Key Points Regarding Work Based Learning Placements**

1. Work based learning is at the heart of this course and is delivered through placements in relevant workplaces.
2. Placements take place within public sector, private and voluntary agencies
3. Your placement attendance, learning and practice is an assessed part of your course
4. On placement, you work with professionals and service users gaining experience, and developing your knowledge and skills in working with children young people and families to enhance your employability on completion of the course.

5. During your time on placement, your experience will reflect the working times of the team you work with. This may involve shift work including weekends, evenings, and nights
6. You will be supported on placement by your WBL tutor and by your Practice Supervisor
7. There may be additional costs associated with attending placement - including travel and appropriate car insurance for business use, accommodation near to the placement

- **Work Based Learning Arrangements**

The placement lead is responsible for the allocation of placements and is available to support all aspects of the placement allocation and delivery. All students are allocated a work-based learning tutor whose role is to support you and the supervisor throughout the course of the placement. The tutor will undertake a placement agreement meeting with you and your supervisor within 2 weeks of the start of the placement. This may be an online meeting e.g., Zoom or may be undertaken at the setting. Your tutor will also undertake a midway placement review meeting.

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

- Your learning needs and opportunities
- Arrangements including Induction, health, and safety etc
- Your progress on placement
- University procedures and requirements e.g. cause for concern procedures, reports, observations etc.
- Supervision, support, and feedback arrangements

Your tutor is responsible for

- Supporting you and the supervisor during the course of the placement
- Monitoring the quality of the placement and the student experience
- Monitoring your academic and professional development
- Supporting negotiations where there are issues of concern

You (the student) are responsible for

- Completing the placement as agreed in the learning agreement meeting
- Informing your placement supervisor and tutor if you are absent or unable to attend the placement for any reason
- Participating in the induction process and ensuring familiarity and compliance with all policies and procedures
- Negotiating your learning needs
- Complying with your agreed role and responsibilities

- Behaving in a professional manner at all times
- Ensuring that your placement days/hours are agreed and signed off by the supervisor and the WBL tutor

The placement supervisor is responsible for

- Undertaking an induction with the student
- Providing supervision, support, and feedback on a regular basis
- Supporting the student in developing the necessary personal and professional skills, knowledge and experience
- Attending placement meetings
- Alerting the tutor to any issues relating to the student or the placement
- Providing a report which indicates a pass/fail at the conclusion of the placement
- Undertaking 2 observations of the students practice and completing written feedback of each observation
- Signing the log of placement hours and confirming that the student has undertaken the agreed hours (200)

Induction

It is expected that all students will be offered an induction to their placement. The induction should include the following:

- Health and safety policy and procedures
- Emergency procedures such as fire Procedures, first aid etc.
- Accident and incident reporting
- Child protection and safeguarding policy and procedure
- Confidentiality policy
- Reporting and recording policy
- The student's role and responsibilities, hours and days of work etc.

• Placement Forms

- Work Based Learning Agreement
- Placement Review Form
- Supervisor Observation Form
- Placement Log sheet
- Supervisor Report form

Work Based Learning Agreement Form

NB: This form MUST be completed and signed by the Student, the WBL Tutor, and the Placement Supervisor at the beginning of the placement. A signed copy should be kept by all parties

Work Based Learning Placement One Two (please tick as applicable)			
Student Information			
Full name		Mobile	
Level:			
Email			
Placement Information			
Name of supervisor			
Name of organisation			
Email/phone			
Work Based Learning Tutor information			
Full name			
Email/phone			
Mobile			

Car Insurance

Will the student be using their own car to travel to and from the placement and/or to undertake placement business? Yes No

If YES does the student have appropriate car insurance for business use? Yes No

NB If the student does not have appropriate insurance they will not be able to use their car at placement.

Travel and other Expenses

Will the placement reimburse travel and other expenses Yes No

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

Placement Working Days/Hours

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

Agreed placement days/hours

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

What are the arrangements for supervision, feedback, and support for the student whilst on placement?

Placement Assessment

Supervisors Report: the placement supervisor must submit a report at the conclusion of the placement stating that the student has passed the placement.

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

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	

Placement Review Form

Student:

Supervisor:

Tutor:

Others:

Induction

Has the student undertaken and completed the induction programme?

Yes No

Sickness and Absence from Placement

Has the student had any periods of absence from the placement?

Yes No

If yes what arrangements have been made to make up the hours?

Concerns

Are there any concerns or issues in relation to the placement and/or the student's ability to successfully complete and pass the placement?

Yes No

Details

Placement Days/Hours

Are the agreed days/hours still appropriate?

Yes No

If no please detail any changes below:

Has the weekly placement log been kept up to date by the student and signed by the placement supervisor?

Yes No

How many hours has the student completed to date?

What is the anticipated completion date of the placement?

NB: This date must allow for completion and submission of the portfolio by the submission date stated on the assessment scheduler

Student Practice Learning Needs and Opportunities

How are the student's practice learning needs agreed at the initial meeting being met?

Are there any new opportunities or experiences that the student could be involved in over the second half of the placement

Supervision and Support

Are arrangements for supervision and support working?

Yes No

Comments:

Assessment of Practice

How many direct observations have been undertaken to date?

Has the student received written feedback on the observations?

Yes No

What are the students' particular strengths and achievements?

Signatures

Student		Date	
Supervisor		Date	
WBL tutor		Date	

Supervisor Observation Form

Name of student	
Name and role of observer	
What was the situation being observed e.g. group work, direct work etc?	
What did the student do well? Please comment on their particular strengths?	
What skills and/or knowledge could the student further improve or develop?	
Observers signature	
Date of observation	

Supervisor Report

Supervisors Report		
Student name		
Name of placement		
What is your assessment of the students overall performance over the course of the placement		
What are the particular strengths of the student		
What skills and knowledge could the student develop further?		
Any other comments		
Pass	Fail	(please circle as appropriate)
Signed:		
Date:		