Sheffield Hallam University, College of Health Wellbeing and Life Sciences logo


Roles and Responsibilities

WBL Placements

WBL Tutors are responsible for

* Acting as the first point of contact throughout the duration of the placement
* Ensuring an up to date audit is in place
* Arranging the Placement Learning Agreement meeting and Mid-Way Review with the placement supervisor and the student.
* Ensuring the following areas are discussed and agreed:
* The students learning needs and opportunities
* 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
* Support the student and the placement supervisor throughout the course of the placement.
* Monitoring the quality of the placement and the student experience
* Monitoring the student's academic and professional development
* Supporting negotiations where there are issues of concern and initiate and undertake the Concerns Process where necessary
* Managing any problems or issues in relation to placements/the student e.g. clearance for placement
* Liaising with Placement Supervisor, Placement Lead and the SSA where appropriate about any student who is at risk of not completing the placement by the deadline.
* Supporting students who are unable to meet the placement deadline for *'reasonable'* reasons and liaise with the Placement Lead and Placement team regarding extensions
* Recording and managing extensions to ensure that students meet the deadline. **NB If students miss deadlines without agreement they will fail the module and have to repeat it.**
* Maintaining records of communication with the student/placement
* Maintaining positive partnerships with placement settings.

# The CYPF Placement team/Placement Lead are responsible for:

* Updating and circulating provider database to CYPF Team to check and update where necessary
* Sending an initial email trawl request to providers
* Requesting profile form/self-organised forms from students via BB
* Updating CYPF Team regarding offers
* Allocating placements in line with student profile forms
* Following up and confirming allocations/locations etc.
* Reviewing allocations with placement lead and CYPF Team
* Sending reminder to placement lead and CYPF team re audit status of providers.
* Publishing initial allocations on BB with one week appeal deadline
* Reviewing appeals with placement lead and agreeing on decision and action as necessary.
* Publishing final allocations with contact details on BB

# Students are responsible for:

* Ensuring they are DBS checked and that they have their DBS number
* Attending all OH appointments and ensuring that they are cleared for placement
* Completing and submitting the placement profile form within the required timescale
* Once allocated and contact details are released students are responsible for contacting their placement setting and arranging an introductory meeting
* Starting the placement within agreed timescales and in line with the academic calendar
* Attending the placement as agreed in the learning agreement
* Informing the placement supervisor and the tutor if they are absent from the placement for any reason. NB If absence exceeds 7 days students must submit a sick note
* Participate in the induction process and ensuring familiarity and compliance with all policies and procedures
* Negotiate learning needs, opportunities, role and responsibilities with the placement supervisor
* Behaving in a professional manner at all times
* Ensuring that placement hours are signed off and that observations and final reports are completed and submitted by the submission date (or agreed extension)

# The placement supervisor is responsible for:

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