

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