

Roles and Responsibilities

Rachel McManus is the placement lead and is available to support all aspects of placement allocation and delivery.

All students are allocated a named placement tutor and placement supervisor whose role is to support the student and the supervisor throughout the duration of the placement.

The allocated placement tutor is the main point of contact for the student and the placement supervisor and is responsible for:

- Arranging the placement agreement meeting with the student and the supervisor within 2 weeks of the start date of the placement. This may be an online meeting e.g., Zoom or may be face to face at the setting
- Arranging a midway review meeting with the student and the supervisor
- Supporting the student and the supervisor throughout the course of the placement
- Working with the student and the supervisor to address any issues or concerns that arise during the course of the placement.

The student is responsible for

- Attending the placement as agreed in the learning agreement meeting.
- Informing the placement supervisor and the placement tutor ASAP if they are absent or unable to attend the placement for any reason
- Participating in the induction process and ensuring compliance with all policies and procedures
- Negotiating any learning needs a reasonable adjustments with the placement supervisor and the placement tutor.
- Compliance with agreed role and responsibilities
- Behaving in a professional manner at all times
- Ensuring that the placement days/hours are recorded and signed off by the placement supervisor.

The placement supervisor is responsible for

- Undertaking an induction with the student at the start of the placement
- Providing the student with supervision, support, and feedback regarding their progress
- Supporting the student and providing them with opportunities to develop their skills, knowledge and experience
- Attending placement meetings with the student and the tutor
- Alerting the placement tutor in a timely manner if there are any issues or concerns relating to the student or the placement
- Providing a report at the conclusion of the placement
- Signing the students log of placement hours and confirming that they have completed 200 hours.