

MA & BA Social Work Placement Allocation Process

Mid-February	Senior Social Work Administrator puts notice on Black Board to download Placement Application Form
Mid-February	Placement Module Leads deliver preparation session to students in anticipation of completing Placement Application Form
End March	 Students submit signed-off Placement Application Form, RA Form (where applicable) and Practice Educator Report (where applicable)
April	 Application Forms are processed Application Form variables are considered Placement Provider variables are considered Students matched with placement providers
Vlay	 Application Forms and associated paperwork is shared with placement providers for consideration Placement providers negotiate within internal networks and feedback to Sheffield Hallam University
une	 Students follow confirmation check-in schedule: 1. MA students to alert Lead if not contacted by first Wednesday 2. BA students to alert Lead if not contacted by first Wednesday 3. Leads compile list of students and ask Placement Team to chase confirmations 4. Placement Team follow up confirmations and ask providers to contact students directly
uly	 Students follow confirmation check-in schedule: 1. MA students alert Lead if not contacted by first Wednesday 2. BA students alert Lead if not contacted by first Wednesday 3. Leads compile list of students and ask Placement Team to chase confirmations 4. Placement Team follow up confirmations and ask providers to contact students directly
August	 Students follow confirmation check-in schedule: 1. MA students alert Lead if not contacted by first Wednesday and every Wednesday during August, if not contacted (weekly follow up) 2. BA students alert Lead if not contacted by first Wednesday 3. Leads compile list of students and ask Placement Team to chase confirmations 4. Placement Team follow up confirmations and ask providers to contact students directly (weekly follow up/daily follow up)
September	 Students follow confirmation check-in schedule: MA students start placement BA students alert Lead if not contacted by first Wednesday and every Wednesday during September, if not contacted (weekly follow up) Leads compile list of students and ask Placement Team to chase confirmations Placement Team follow up confirmations and ask providers to contact students directly (weekly follow up/daily follow up)
October	 Students follow confirmation check-in schedule: 1. BA students start placement
November	Continued liaison and monitoring with placement providers during placement cycles