Work Based Learning Arrangements - Roles and Responsibilities

The partnership team are responsible for the allocation of placements and a dedicated placement coordinator is available to support all aspects of the placement allocation and delivery. Additionally every student is allocated a work-based learning tutor from the university whose role is to support the student and the supervisor throughout the course of the placement. The tutor will visit the student at the placement at least twice during the course of the placement, Visits usually occur at the start of the placement and around the midway point. During each visit a meeting is held with the tutor, the placement supervisor and the student. The purpose of the meeting is to discuss the following areas:

- The students learning needs
- 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

The university tutor is responsible for

- Supporting the student and the supervisor during 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

The student is responsible for

- Attending the placement as agreed in the learning agreement meeting
- Informing the placement supervisor and the tutor if they are absent from the placement for any reason
- Participating in the induction process and ensuring familiarity and compliance with all policies and procedures
- Negotiating their learning needs, role and responsibilities
- Negotiating placement meetings
- Behaving in a professional manner at all times
- Ensuring that their placement hours are signed off

The placement supervisor is responsible for

- Undertaking an induction with the student
- Providing supervision, support and feedback to the student on a regular basis
• Supporting the student in developing the necessary personal and professional skills, knowledge and experience
• Attending placement meetings with the student and the university tutor (2 per placement)
• Alerting the university 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
• Undertake 2 direct observations of the students practice and complete a written of each observation
• Sign the log of placement hours and confirm that the student has undertaken 200 hours

Induction

It is expected that all students will be offered an induction during the first week of the work based learning placement in order to support their effective integration into the agency/service. As part of this induction process the student should be given a guided tour of the placement setting and should also be inducted in the following areas by the end of the first week:

• 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.