

Objectives:

In the space below list and agree an appropriate number of objectives you would like to achieve by the end of your placement.

1. To have a better understanding of what I would like to do as a career within the field of Psychology.
2. Speak to the prison psychologist about job role.
3. Increase my confidence levels.
4. Time-keep better.
5. Improve my organisational skills.

8. The UPT has approved the student's placement and made contact with the student's Placement Supervisor to introduce themselves, explain the over-arching aim of the placement and reiterate that they would like to promote open lines of communication between the placement agency and the university. 26-03-19 *Rosanna Walters*

9. The student has ensured that the Placement Supervisor/agency has familiarised themselves with the information sent by email confirming the student placement inc. Placement Outline, this document, the Placement Learning Agreement and the student's aim and objectives (see action point 7). 11-02-19 *CT*

10. The student has ensured that the Placement Supervisor/agency has returned a copy of the Placement Learning Agreement to the university, agreeing to the terms and responsibilities set out in the agreement. 11-02-19 *CT*

11. The student has made contact with their Placement Supervisor/agency to arrange a pre-placement induction, including health and safety, following the PRE PLACEMENT INDUCTION CHECKLIST INC. HEALTH & SAFETY (see action point 13). 11-02-19 *CT*

12. The student has provided their Placement Supervisor with a copy of their CV and any relevant qualification documents required by the organisation. 11-02-19 *CT*



PYCD90 Placement Checklist for Students, University Placement Tutors & Placement Providers

If the student is completing more than one placement a checklist needs to be completed for each placement.

Students are required to complete and submit Checklist A, to their University Placement Tutor (UPT), by the end of the semester A assessment week. Completing this task will demonstrate whether the student has met Learning Outcome 1 of the module. Final assessment grades will reflect whether this deadline is met.

Learning Outcome 1:
Demonstrate the ability to positively engage in the preparation, planning, and initiation of a period of placement learning in a programme related environment.

Students who are not in receipt of extenuating circumstances, who submit incomplete checklists or who submit their checklist past the deadline will only receive a maximum of 40% of the marks available for this element of the assessment task.

A complete checklist (parts A & B) should be included and submitted with your final placement portfolio.

The checklist is colour coded to signify who should 'sign-off' each action. It is the student's responsible to ensure that the relevant person does this.

Student

University Placement Tutor

Placement Supervisor

**CHECKLIST A:
PREPARING, PLANNING & INITIATING A PERIOD OF PLACEMENT LEARNING**

Name of Student: Charlotte Tozer

Name of University Placement Tutor (UPT): Rosanna Walters - Symons

Name of placement organisation: Choices Consultancy Service

Name of Placement Supervisor: Moira Donohoe

| Action | Date Completed | Signed |
|---|--|---|
| 1. The student has attended the overview of the module lecture. | 01-02-19 | <i>CT</i> |
| 2. The student has attended a programme specific seminar. | 07-02-19 | <i>CT</i> |