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Students are required to complete and submit ! "\$%&'()*+ , to their University Placement Tutor (UPT) via Turnitin, 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. Submission of Checklist A carries a pass or fail grade. Students must achieve a 'pass' before being permitted to submit any further work.

/#012'23*45)\$67#*89*

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

Checklist A needs to be submitted via Turnitin and will be assessed by your UPT. Students who are not in receipt of extenuating circumstances, who submit incomplete checklists or who submit their checklist past the deadline must meet with their UPT to agree an action plan in order to progress with the module.

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Students must check their DBS status prior to meeting with any external organisations or attempting to register their placement. Should your choice of placement require an enhanced DBS check please check that you hold a DBS. If you are unsure please contact [\[redacted\]](#) are 1. Eligible for a DBS check (not all programmes are) and 2. The process you need to engage with to arrange a DBS check. *Please note: If your placement organisation requests a DBS you must use your Marjon DBS (or a portable DBS already registered with Registry Services) as legally we are the organisation sending you on placement.*

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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:

Name of University Placement
Tutor (UPT):

Name of placement organisation:

Name of Placement Supervisor:

Action	Date Completed	Signed
1. The student has attended the overview of the module lecture.		
2. [redacted] seminar.		

!"#\$%&&'(&%)#*#+,%-*.

Use the space below to outline the overall aim you wish to achieve by the end of your placement.
By the end of my placement I would like to:

!/"#),-"#1.

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

1.

2.

3.

4.

5.

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.

9. The placement agency has familiarised themselves with the information in the Placement Outline, this document, the Placement Learning Agreement and the student's aim and objectives (see action point 7).

10. The placement 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. The student has made contact with their Placement
 induction, including health and safety, following the PRE
 PLACEMENT INDUCTION CHECKLIST INC. HEALTH &
 SAFETY (see action point 13).

12. The student has provided their Placement Supervisor
 documents required by the organisation.

13. PRE PLACEMENT INDUCTION CHECKLIST INC. HEALTH & SAFETY

The student has ensured that induction covering the following points:

Placement Supervisors should also familiarise themselves with the responsibilities of the placement provider as listed in the Placement Learning Agreement.

8: A meeting has taken place between the student and Placement Supervisor to induct them into the organisation. This should include a brief overview of the organisation:

- Lines of communication and management;
- Vision and Mission;
- Rules and Ethos and
- Who the key partners are which the organisation works with.

:: In addition the meeting should be an opportunity to discuss:

- Opportunities available to the student;
- Aim and objectives which the student wishes to achieve (see point 7.) and
- An agreed timetable for the placement has been agreed.

<: The Placement Supervisor has made the student aware of the organisation's health and safety policy and any other policies that the student is expected to uphold whilst at the organisation e.g. child protection, safeguarding, equality, harassment etc. These should be made available to the student and any important matters which relate to the student's role whilst on placement should be explicitly explained.

⇒: The Placement Supervisor has made the student aware of relevant risk assessments pertaining to the student's placement.

>: The student has provided the name and contact details of their next of kin to the placement provider.

?: 7KH VWXGHQW KDV EHHQ SURYLGHG ZLWK LQIRUPDWLRQ DQG RU WUDLQLQJ IRU VSHFL^aF +HDOWK DQG 6DIHW\ LVVXHV WKDW PD\ be relevant to their placement (E.g. Manual Handling, VDU work, Protective Clothing, Specialist Equipment, Inoculations, Electrical Hazards, Plant Equipment).

@: 7KH SODFHPHQW SURYLGHU KDV FRQ^aUPHG WKDW WKH student is covered under the placement organisation's Employer's and Public Liability insurance.

A:*23\$'(&%)#*#+,1'34,1-5#36',7#89 Details of the organisations' insurance cover, including Employers' Liability (or equivalent) has been supplied to Philippa Elford.

B:*3OHDVH DGG DQ\ DGGLWLRQDO QRWHV REVHUYDWLRQV FRPPHQWV KHUH


14. ~~including accessing the resources on LS) and has placement experience.~~

15. The student has organised a placement portfolio in line or UPT and mode of assessment. Students should maintain records and obtain evidence throughout their placement.

16. By the end of the semester A assessment week students should have attended a timetabled tutorial with their University Placement Tutor (UPT) and will have handed-in a completed copy of Checklist A to their University Placement Tutor (UPT). Final assessment

- END OF CHECKLIST A -

CHECKLIST B:
ONGOING MONITORING OF THE PLACEMENT

Action	Date Completed	Signed
1. If relevant, the Placement Supervisor should make the University Placement Tutor (UPT) aware of any concerns they may have regarding the performance of the student.		
2. If relevant, the student should make their Placement Supervisor and University Placement Tutor (UPT) aware of any concerns they may have regarding their placement. Including any concerns regarding Health and Safety.		
3. Mid-way through the placement students arrange to meet with their Placement Supervisor to discuss progress and receive feedback. Students should ask their Placement Supervisor to complete their Declaration of Placement Attendance & Formative Assessment in anticipation of the student's mid-placement review with their UPT.		
4. The student takes responsibility for ensuring that the Placement Supervisor completes the Declaration of Placement Attendance & Formative Assessment and that it is made available to their University Placement Tutor (UPT).		
5. MID-WAY through the placement the student should arrange a time to meet with their UPT to arrange a mid-placement tutorial.		
6. The student has attended a mid-placement review to discuss: <ul style="list-style-type: none"> • Progress – success and challenges; • Whether the student is meeting their aims and objectives and how this has been evidenced; • <input checked="" type="checkbox"/> • Discuss Declaration of Placement Attendance and Formative Assessment and discuss arrangements for a placement visit (format, date and venue). 		
7. 		
8. TOWARDS THE END OF THE PERIOD OF PLACEMENT the student should invite their Placement Supervisor to complete the Declaration of Placement Attendance and Summative Assessment document. Completed forms should be returned to the university.		

Action	Date Completed	Signed
9. DBZNCB&FHCBBCGNCNFB&C&WCBIGBQJ&Q reinforcement session.		
10. The student, Placement Supervisor and University Placement Tutor (UPT) should be aware of if a placement visit or alternative (e.g. Skype call, telephone interview) is to take place and the arrangements. The student is to lead on initiating and arranging for details for any planned visits with all stakeholders.		
11. After completion of the placement, towards the end of semester B, students attend a group tutorial with their University Placement Tutor to discuss last minute assessment queries in anticipation of hand-in.		
12. A completed checklist (Part A & B) should be included DBZNCB&FHCBBCGNCNFB&C&WCBIGBQJ&Q		

- END OF CHECKLIST B -

APPENDIX A:

Responsibilities of the student whilst organising and engaging in a period of placement learning

Students have a responsibility to:

1. Understand the aim of undertaking a period of placement learning and be able to identify a suitable placement that will allow the achievement of this aim (including the time requirement).
2. Attend all contact sessions (lectures, seminars and tutorials).
3. Regularly check InPlace, Learning Space and university email throughout semester A and B.
4. Make a commitment to positively engage in the preparation, planning, initiation and monitoring of the placement. Including preparing for, and attending, meetings with University Placement Tutor (UPT), meeting set deadlines and completing set activities.
5. Regularly engage with, utilise and update their *Placement Checklist for Students, University Placement Tutors and Placement Providers* document to stay 'on track'.
6. Actively engage in negotiating and setting an aim and objectives for placement with University Placement Tutor (UPT) and convey these to the Placement Supervisor to maximise learning opportunities whilst on placement.
7. ~~Engage with, utilise and update their Placement Checklist for Students, University Placement Tutors and Placement Providers document to stay 'on track'.~~
and arranging and attending a pre-placement induction with the placement provider.
8. Make a personal and professional commitment to the placement provider.
9. Agree that the demands of the placement are acceptable.
10. ~~Engage with all requests from the university to complete this process.~~
Engage with all requests from the university to complete this process.
11. Where appropriate, undergo any pre-placement checks required by the placement provider. If the placement provider requires you to complete a DBS check, facilitated by the organisation, agree that you will contact Registry Services via DBS@marjon.ac.uk and your Module Leader to seek additional guidance and support.
12. ~~Engage with all requests from the university to complete this process.~~
13. ~~Engage with all requests from the university to complete this process.~~
Module Leader to any concerns that they may have.
14. Be aware of, and take responsibility for, the demands of the placement environment especially with regard to hours of work, health ~~and safety.~~
15. ~~Engage with all requests from the university to complete this process.~~
Marjon 'values' – humanity, ambition, curiosity and independence.
*General behaviour, personal appearance, promptness, inclusion, equality, equity.
16. ~~Engage with all requests from the university to complete this process.~~
University Placement Tutor (UPT)). Keep, and add to, a structured portfolio during the period of placement to support assessment tasks.
17. ~~Engage with all requests from the university to complete this process.~~
Placement Supervisor and University Placement Tutor (UPT) if these are not being met, or are no longer appropriate.
18. Arrange a mid-placement meeting with the Placement Supervisor to receive feedback and request that the *Declaration of Placement Attendance & Formative Assessment* is completed prior to a mid-placement tutorial with their University Placement Tutor (UPT).
19. Arrange and attend a mid-placement tutorial with University Placement Tutor (UPT) to discuss progress, journal entries and feedback submitted in the *Declaration of Placement Attendance & Formative Assessment*.
20. ~~Engage with all requests from the university to complete this process.~~
placement.
21. Ask their Placement Supervisor to complete a *Declaration of Placement Attendance & Summative Assessment* prior to the completion of the placement.
22. ~~Engage with all requests from the university to complete this process.~~
placement and work proactively with them to rectify any situations that may occur.