





Placement Checklist for Students, University  
Placement Tutors & Placement Providers  
FDVD90, PSED90, RISD90, SAHD90, SCOD90, SESD90, SPDD90,  
STCD90, STYD90 & SVCD90

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) 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.

**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.

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.

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

**DBS Checks**

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 Philippa Elford – pelford@marjon.ac.uk for clarification. If a DBS is required by the placement organisation, and you do not already hold a Marjon DBS check, it is your responsibility to liaise with Registry Services via DBS@marjon.ac.uk and your UPT to confirm whether you 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.*

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
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CHECKLIST A:

PREPARING, PLANNING & INITIATING A PERIOD OF PLACEMENT LEARNING




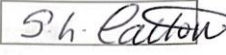
Name of Student:

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.	<input type="text" value="25.9.19"/>	<input type="text" value="Signature"/>
2. The student has attended a programme specific seminar.	<input type="text" value="25.9.19"/>	<input type="text" value="Signature"/>

Action	Date Completed	Signed
<p>3. The student is completing a placement for the following programme area: (please tick one):</p> <p>FdA Sport Development &amp; Coaching <input type="checkbox"/></p> <p>BA (Hons) Football Development &amp; Coaching <input type="checkbox"/></p> <p>BA (Hons) Physical Education <input type="checkbox"/></p> <p>BA (Hons) Sport, Coaching &amp; Physical Education <input type="checkbox"/></p> <p>BA (Hons) Sport Development <input type="checkbox"/></p> <p>BSc (Hons) Sport &amp; Exercise Science <input type="checkbox"/></p>	<p>17th Sep 19</p>	<p></p> <p>BSc (Hons) Sport, Physical Activity &amp; Health <input type="checkbox"/></p> <p>BSc (Hons) Strength &amp; Conditioning <input type="checkbox"/></p> <p>BA (Hons) Outdoor Adventure Education <input type="checkbox"/></p> <p>BSc (Hons) Rehabilitation in Sport &amp; Exercise <input checked="" type="checkbox"/></p> <p>BSc (Hons) Sports Therapy <input type="checkbox"/></p>
<p>4. The student has a confirmed offer of a placement.</p>	<p>10.10.19</p>	<p></p>
<p>5. The student has registered their placement on InPlace.</p>	<p>10.10.19</p>	<p></p>
<p>6. The student has attended a meeting with their University Placement Tutor to discuss:</p> <ul style="list-style-type: none"> <li>The student's overarching aim and objectives for the placement (complete information in action point 7).</li> <li>The suitability of the placement agency linked to their degree programme.</li> <li>The capability of the student to complete the placement.</li> <li>The DBS requirements of the placement provider. If the organisation requires a DBS check, has the student completed, or are they in the process of completing, a Marjon check, or have they registered a portable DBS with Registry Services? If the student is unsure ask them to email Philippa Eiford for clarification. If the student's programme does not require a DBS check but the placement provider requires a check contact the Module Leader for further discussion. Checks must be completed by Marjon and not independently by the student or placement provider.</li> </ul>	<p>October 19</p>	<p></p> <ul style="list-style-type: none"> <li>How the placement will be assessed and what form the coursework will take.</li> <li>The student's responsibilities whilst planning and engaging in placement learning.</li> <li>The student's attention has been drawn to the PRE PLACEMENT INDUCTION CHECKLIST INC. HEALTH &amp; SAFETY (see action point 13) and the RESPONSIBILITIES OF THE STUDENT WHILST ORGANISING AND ENGAGING IN A PERIOD OF PLACEMENT LEARNING (see appendix A).</li> <li>How the student will maintain a reflective diary/ journal throughout the course of their placement and the importance of maintaining confidentiality. For students keeping an Edublog the student is aware of where to gain further support to set-up and edit their Edublog.</li> </ul>
<p>7. AIMS &amp; OBJECTIVES</p> <p>Students and University Placement Tutors (UPTs) should use this section to keep track of the student's aims and objectives for their placement. Placement Supervisors can read this section to gain a better understanding of what students are trying to achieve whilst on placement.</p> <p>It is suggested that where possible students and UPTs should make reference to the student's Personal and Professional Development Plan (PPDP) action plan and discussions with the student's Personal Development Tutor (PDT) when shaping aims and objectives.</p>		

**Overall placement aim:**

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:

I would like to grow confidence within myself ~~to~~ delivering an effective warm up & cool down. I also want to learn a wide range of recovery ~~techniques~~ ~~to~~ ~~keep~~ ~~at~~ ~~the~~ ~~end~~ ~~of~~ ~~my~~ ~~placement~~ ~~when~~ ~~an~~ ~~injury~~ ~~occurs~~. I ~~also~~ ~~want~~ ~~to~~ ~~be~~ ~~able~~ ~~to~~ ~~respond~~ ~~when~~ ~~an~~ ~~accident~~ happens, and confident in my training / treatment.

**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. Address injuries quickly and effectively.
2. Ensure full support for the injured. ~~At the end~~
3. Keep my knowledge up to date. ~~to~~ ~~support~~ ~~at~~ ~~the~~ ~~end~~ ~~of~~ ~~my~~ ~~placement~~
4. Educate injured Athletes on their injury & recovery
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.

Nov 19

S.H. Patton

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).





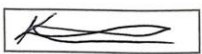

Oct 19







[Signature]

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.

Oct 19

[Signature]

Action	Date Completed	Signed
<p>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 &amp; SAFETY (see action point 13).</p>	Oct. 19	
<p>12. The student has provided their Placement Supervisor with a copy of their CV and any relevant qualification documents required by the organisation.</p>	10.10.19	
<p>13. PRE PLACEMENT INDUCTION CHECKLIST INC. HEALTH &amp; SAFETY  The student has ensured that the Placement Supervisor/agency has provided the student with a pre-placement induction covering the following points:  <i>Placement Supervisors should also familiarise themselves with the responsibilities of the placement provider as listed in the Placement Learning Agreement.</i></p>		
<p>1. 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:</p> <ul style="list-style-type: none"> <li>• Lines of communication and management;</li> <li>• Vision and Mission;</li> <li>• Rules and Ethos and</li> <li>• Who the key partners are which the organisation works with.</li> </ul>	17.10.19	
<p>2. In addition the meeting should be an opportunity to discuss:</p> <ul style="list-style-type: none"> <li>• Opportunities available to the student;</li> <li>• Aim and objectives which the student wishes to achieve (see point 7.) and</li> <li>• An agreed timetable for the placement has been agreed.</li> </ul>	17.10.19	
<p>3. 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.</p>	17.10.19.	
<p>If additional policies/issues have been discussed please list them here:</p>		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
<p>4. The Placement Supervisor has made the student aware of relevant risk assessments pertaining to the student's placement.</p>	17.10.19	

Action	Date Completed	Signed
5. The student has provided the name and contact details of their next of kin to the placement provider.	10.10.19	
6. The student has been provided with information and/or training for specific Health and Safety issues that may be relevant to their placement (E.g. Manual Handling, VDU work, Protective Clothing, Specialist Equipment, Inoculations, Electrical Hazards, Plant Equipment).	17.10.19	
7. The placement provider has confirmed that the student is covered under the placement organisation's Employer's and Public Liability insurance.	10.10.19	
8. For placements outside of the UK. Details of the organisations' insurance cover, including Employers' Liability (or equivalent) has been supplied to Philippa Eford.	N/A	
9. Please add any additional notes/observations/comments here:		
<div style="border: 1px solid black; height: 50px;"></div>		
14. The student has researched reflective practice (including accessing the resources on LS) and has devised processes and strategies to reflect on their placement experience.	9.10.19	
15. The student has organised a placement portfolio in line with guidance provided by their Module Leader and/or UPT and mode of assessment. Students should maintain records and obtain evidence throughout their placement.	9.10.19	
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 grades will reflect whether this deadline is met.	16 Jan 2020	

- END OF CHECKLIST A -