

Learning and Teaching Support Handbook

Annex A - Student placements: Checklist

1. Planning

- a. How are suitable placements selected? How is the list kept up to date? What criteria are used for selecting placements?
- b. How do students choose a placement? Are they given a free choice, a guided choice or no choice? What steps are taken to see that the placement and the student are compatible?
- c. What information is provided to the students on placement, including information about cost?
- d. What information is provided for the students on what is expected of them on placement?
- e. What induction or training is given to students about their placement?
- f. What information/help is given about finding accommodation and other related student support matters?

2. Contract with the placement

- a. Has a formal agreement between the University and the placement been drafted, which sets out aims and objectives, duties and obligations of students the University and the Placement?
- b. Is there a named link person at the placement responsible for its management?
- c. What instruction, induction or guidance is given to the named link person?

3. Management of the placement

- a. What level of academic supervision and pastoral support is given to the student?
- b. Is there a clear route for the student to report back to the Faculty (or delegated School) during the placement?
- c. Is there a clear routine for the link person at the placement to report back during the placement?
- d. What provision is there for a placement visit?
- e. Is there a complaints procedure?

- f. Is there provision for changing the placement if it proves unsuitable?

4. Assessment of the Placement

- a. How will the placement be assessed?
- b. If the link person at the placement plays a role in the assessment, is this clearly explained to both student and link person?
- c. What sort of assessment template is provided for the person at the placement responsible for any assessment?
- d. What provision is there for the moderation of the placement and its assessment?

5. Feedback

- a. What provision is there for student feedback?
- b. What provision is there for supervisor feedback?
- c. Is there any regular meeting of placement link persons?
- d. Do the students provide feedback to successive groups of students about to go out on placement?