

## **PROPOSED TEACHING PARTNERSHIP PLACEMENT ALLOCATION STRATEGY**

### **Principles**

- The Teaching Partnership will be the main providers of placements, during the period of the partnership.
- TP will work with the academic Practice Education Lead (PEL), the Practice Education Support Team (PEST), and the Practice Education Course Leader (PECL) to ensure that placements are allocated in agreed timeline, and that the numbers of placements and Practice Education Professional Standards (PEPS) trainee practice educators (where relevant) are equivalent to the expected number of students.
- Where a trainee Practice Educator (PE) is willing and able to offer a placement to a student from the Department, but one is not available to be allocated, the reduced module rate will apply.
- Final placement students will have priority for placements and will be allocated before first placement students where placements overlap
- First placement students will be allocated to Stage 1 trainees and final placements to Stage 2 trainees. Where this is not feasible plans will be discussed with the PECL in advance, and arrangements agreed with the university placement team, course leader, and placement provider on how the final assessment of the student will be signed off by a Stage 2 qualified PE.
- Students who do not have current DBS or OH clearance will not be allocated to placements
- All eligible students will be provided with a placement within the above arrangements. This includes students with a previous placement fail or non-viable ending to a previous placement.
- A placement allocation meeting will be arranged to finalise placement allocation prior to communicating the information to students.
- Where a provider decides that a student is not suitable for a placement this must be confirmed in writing to the student and the university stating the reason.
- The InPlace system will be used to assist with the allocation of placements and to communicate, record and report on placement allocation and completion
- Students will be provided with a contrasting placement experience in each of their placements
- Final placement students must have opportunities to work alongside a qualified social worker
- Creative strategies should be considered to accommodate students who do not have a car within placements traditionally requiring car drivers
- Practice Learning Team (PLT) will inform partners about any delay due to a student not progressing or other issues as soon as this is known

### **Student Expectations**

- For the first placement, students must accept the placement allocated. Students will be referred to Practice Learning Handbook for guidance on what to do when turning down a placement.
- For the final placement, students may state their preference for working with either adults or children & families but the Department cannot guarantee that a placement will be found within their preferred service-user group or geographical area, as the number and type of placements may vary from year to year.
- Students expressing a preference for Children and Families placements must be available for possible meetings with families in the early evening
- Students will be matched in line with the Faculty policy of less than 2 hours travelling to placement.
- Students must not arrange their own placements or contact agencies without permission from PLT and PEL

### **Quality Assurance**

- It is the responsibility of all parties to contribute to the quality assurance of placements by the prompt completion of all Quality Assurance in Practice Learning (QAPL) documents.

## **Timeline**

Practice Education Support Team (PEST) and Practice Learning Team (PLT) forecast requirements for placements 6 months (MSW) – 8 Months (BA) prior to each placement block using InPlace



PLT communicate required placements considering geographical areas with Teaching Partnership and PE Course Leader.



Four months before the placement block, Students complete Placement Application Form (PAF) on InPlace.



Tutors review the PAF and provide feedback to students.



Placement Information Forms (PIF) completed by PEPS.



One week prior to Placement Allocation Meeting (PAM) initial allocation completed and shared with WD Leads.



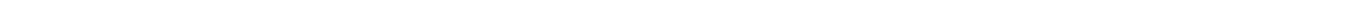
Placement Allocation Meeting held to finalise placement allocations.



Placement Allocation Meeting decisions communicated to PEST and WD leads.



PEST notifies student as to where their profile has been sent.



Within two weeks of PAM, WD leads communicate details of allocated PEs to PEST.



PEs arrange PPMs with students.



PEs communicate confirmed date of PPMs to PEST and WD leads.



After two weeks, if no PPM date confirmation is received by PEST from PE, PEST will contact PE directly, copying in WD lead, to expedite.



Within one week of PPM, PE to confirm to PEST that placement will go ahead and copy in WD lead.



At least six weeks before start date, placement confirmed to student.