



# DEVELOPING TOGETHER

## SOCIAL WORK TEACHING PARTNERSHIP

### Pre-Placement Meeting Guidance

This checklist should provide a quick guide to what should be discussed at social work student pre-placement meetings. These meetings are an opportunity for the student, Practice Educator (PE) / On-Site Supervisor (OSS) to meet and talk about expectations of the placement and how it can support the learning and development of the student. Please note, these meetings are not an interview, if there are any concerns from either the student or the PE / OSS following this meeting they can be raised with the organisation placement co-ordinator and university.

In preparation for this meeting, PE / OSS should think about what information they can provide about the organisation and placement and what support mechanisms are in place. Students should bring:

- a copy of their PDP
- Readiness for Practice portfolio or final report from their first placement
- a copy of their DBS
- driving licence and business car insurance if a car is needed for the placement

#### Checklist

Topic	Information to be shared	Has this been covered?
About the placement/ organisation	What does the team do? Who are the client group? How big is the team? What is the structure of the team? Will there be any other students on placement? What support they will have whilst on placement e.g. placement co-ordinator / student group.	
About the student	What are the student's strengths?	

	<p>Do they have any experience of working with this client group? Or transferable skills from previous experience that can be applied?</p> <p>What are their areas of development? (PDP)</p> <p>What do they want from this placement?</p> <p>What does the student think will be expected of them, do they have any worries about the placement?</p> <p>How does the student manage challenging situations? Any examples?</p> <p>How does the student cope under pressure and how do they ask for help / support?</p> <p>What does the student expect of the PE?</p> <p>Does the student have any medical conditions or personal circumstances that may affect the placement?</p> <p>Are there any dates when the student will be unable to work? e.g. holiday, personal commitments</p>	
<p>About the Practice Educator (&amp; Practice Supervisor if applicable)</p>	<p>What is the professional background of the PE &amp; OSS?</p> <p>What will the supervision arrangements be?</p> <p>What are the expectations of the student?</p> <p>Are there any dates the PE or OSS will not be at work? What are the arrangements to support the student?</p>	
<p>Next steps</p>	<p>Clarification of start date, working hours, dress code.</p> <p>What should the student expect on their first day?</p> <p>Share key contact details, relevant email addresses telephone number.</p> <p>PE to provide suggested reading material for the student prior to the placement e.g. induction handbook / programme, supervision policy etc.</p>	

Date of PPM:.....