



DEVELOPING TOGETHER

SOCIAL WORK TEACHING PARTNERSHIP

Pre-Placement Meeting Guidance

This guidance and checklist should provide a quick guide as 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's 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. They might also want to bring along an 'icebreaker' activity to do with the student at the start of the meeting.

Students should bring/share electronically:

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

The expectation of partners and the university is that students will have the same employee rights as staff. Placements are 7 hours each day and this is generally 9am – 5pm with an hour for lunch.

Checklist

Topic	Information to be shared/discussed	Has this been covered?
About the placement/ organisation	<p>What the team does;</p> <p>Who the client group is;</p> <p>How big the team is;</p> <p>What the team structure is and whether there be any other students on placement;</p> <p>What support they will have whilst on placement e.g. placement co-ordinator / student group;</p> <p>What the nature of working is within the team i.e. who is in the office, who is still working virtually etc.;</p> <p>Be explicit about the practicalities e.g. parking arrangements, how expenses are reimbursed and whether this is restricted to public transport or mileage and parking costs too - some teams do not reimburse car drivers but will have a team Oyster card or an alternative means of reimbursing students for expenses</p>	
About the student	<p>What the student's strengths are.</p> <p>Whether they have any experience of working with this client group / transferable skills from previous experience that can be applied.</p> <p>What their developmental areas are (PDP).</p> <p>What they want to learn from this</p>	

	<p>placement.</p> <p>What the student thinks will be expected of them / any worries about the placement.</p> <p>How the student manages challenging situations (examples can be given).</p> <p>How the student copes under pressure and how they ask for help / support.</p> <p>What the student expects of the PE.</p> <p>Whether the student wants to discuss any medical conditions or personal circumstances that may affect their placement experience.</p> <p>Any conflict of interest? For example, has the student or a close family member had any contact with services within the placement or this local authority.</p> <p>If the student is already undertaking, or planning to undertake, paid work which may impact on their full-time placement, they may want to discuss how they are planning to manage this. NB: Work should not be undertaken within placement hours.</p> <p>Any dates when the student will be unable to attend placement e.g. holiday, personal commitments.</p>	
<p>About the Practice Educator (& Onsite Supervisor if applicable)</p>	<p>The professional background of the PE & OSS.</p> <p>What the supervision arrangements will be.</p> <p>What the expectations are of the student.</p> <p>Any dates the PE or OSS will not be at work and what the arrangements are to support the student in this event.</p>	
<p>Next steps</p>	<p>Clarification of start date, working hours, dress code.</p> <p>What the student should expect on their first day.</p> <p>Share key contact details, relevant email addresses and telephone numbers.</p>	

	PE to provide suggested reading material for the student prior to the placement e.g. induction handbook/programme, supervision policy etc.	
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Date of PPM: