**Pre Placement Preparation**

The Educational Provider will start to introduce you to thinking about your professional practice placement experience relatively quickly in your studies. There is a lot to consider and this template will help you to make the most of YOUR professional practice experience.

Placements require a strong partnership between Student CLD Practitioners, the field of CLD practice and educational providers. You, as the Student CLD Practitioner are instrumental to getting the very best from your professional practice placement experience. Your practice placement experience is there to help you practice the skills, values and principles of working as a professional CLD Practitioner and as a professional CLD Practitioner you must take responsibility for ensuring you are given the opportunity and exposure to enhance your skills. This template will help you to focus and should be shared with your Educational Provider and your Practice Placement Supervisor when you meet them. This is only a starting point to the discussions and each student will have different needs and expectations and each Educational Provider and Placement Provider will have processes they must follow whether from a legal or procedural perspective. CLDSC recognises the need to be flexible and in fact to be creative and therefore we provide these templates as a starter for 10. The minimum of interaction we would expect to see to help your Educational Provider meet the Professional Approval Standards for Approval from CLDSC.



 **It will soon be time to negotiate your Practice Placement.**

**CAUTION - It may feel as if there is a lot of form filling but always remember that completing this work is taken into account as part of your assessment. Good documentation is a sign of an organised professional. That makes it a worthwhile task!**

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**See Checklist below to help you focus on the next steps. They should be considered a starting point for discussions and any other relevant areas should also be explored/discussed.**

**The following checklist for Pre-placement will help you to navigate the processes and steps that must be taken.**

|  |  |
| --- | --- |
| **Pre-placement** | **Who should be involved/actioning/considering** **S = Student CLD Practioner,** **E = Educational Provider** **P = Placement Provider**  |
| **Pre – Placement – is about contextualising CLD values & principles & ethics, developing profiles and clarifying roles and responsibilities**  | **S**  | **E** | **P** | **Notes etc**This area can be used to insert dates or note any actions outstanding or provides a nudge or link to useful documents |
| Have you received the following from your Educational Provider?: * The Educational providers own placement guidance handbook?
* Do you know where to find a copy of the Educational providers Practice Placement Supervisors Guide or handbook?
* Have you checked that you have all the forms you need for the process – where have you filed or noted these…………………………………..
* Do you know the dates for each form to be worked on? Have you put these into a calendar and set up appropriate reminders to action these?
 |  |  |  | Date:Date:Date:Date: |
| * Has your Educational Provider pointed you in direction of information about networks/contacts for placement providers to help you secure a quality placement opportunity?
* Have they discussed the process with you for arranging this?
 |  |  |  | Date:Date: |
| Staff development opportunities for supervisors/tutors – where can we use this?  |  |  |  |  |
| Establish clear lines of communication with the placement agency - – where can we use this?  |  |  |  |  |
| Arrange to meet with potential placement providers to determine compatibility  |  |  |  |  |
| Arrange to meet with potential placement providers to determine compatibility negotiate and implement learning programmes with participants in the agency |  |  |  |  |
|  |  |  |  |  |
| Discuss the practice placement experience and complete the agreement plan  |  |  |  | Template 4? |
| Undertake planning and preparation for the placement experience  |  |  |  |  |

**What is next stage in process and what should be inserted here. Template 5? Or planning template or meeting templates??????**

 This is to be updated with the next step information

DETAILS STILL TO BE ADDED - Template4?

 Should we direct students to support such as:

**use of their time, they can enhance wellbeing.**

**Time-management apps are particularly helpful in the context of online learning, where there are fewer timed classes and no physical mailboxes in which to deposit assignments. Apps worth investigating at the time of writing this course include** [**Trello**](https://trello.com/)**,** [**Evernote**](https://evernote.com/)**,** [**Remember The Milk**](https://www.rememberthemilk.com/)**,** [**Wunderlist**](https://www.wunderlist.com/) **and** [**Todoist**](https://todoist.com/)**.**

**Time-management apps, which are often free or available at low cost, provide users with a timetable and reminders, as long as they are kept updated with the relevant information. When starting a new course, learners can add assignment deadlines together with dates by which they would like to start work on them, other relevant information such as w**

**hen starting a new course, learners can add assignment deadlines together with dates by which they would like to start work on them, other relevant information such as when to begin studying certain stages of the course materials, plus personal information such as medical appointments. Opportunities to add this information can be built into the learning design of a course.**