

**BACD 3rd yr Placement process guidelines**

# **Set up meeting should be done 4- 6 weeks in advance of the 1st 3-way meeting**

Purpose: to introduce the expectations and requirements of the working agreement, Profession code of conduct and pattern of attendance. Introduce the workplan.

A Zoom or Teams meeting is arranged between the tutor, student & supervisor

# What you need to do in advance of the meeting:

Email the completed working agreement, Code of Conduct, Workplan, Agency checklist and CLD guidance on Covid19.CLD Core comptences & CD Jigsaw

# **First Three-Way Meeting**

Purpose: to agree the broad content of the practice & the work plan

 A meeting is arranged between the student, the Academic Tutor and the placement supervisor to agree the objectives outlined in the work plan

In advance of the meeting email the student and supervisor the Placement course outline & the handbook and ask for the draft work plan to be emailed to you in advance or to be shared at the meeting.

What you need to take or share to the meeting:

* Placement Course Outline- including assessments due
* 3rd yr Placement handbook- with appendices
* Explain the CD Jigsaw/ CLD standards
* Student practice update form & mid way progress form
* You should have received a signed copy of the signed working agreement and Fitness to practice form that was done at the set-up meeting. ***If not then you should go over this and sign it off at this point***

 **Suggested Order of discussion Key points to cover**

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| **Discuss work plan & objectives** | Check that:* Objectives are as SMART as possible & that the change they hope to achieve is realistic and achievable.
* Make sure that they have named networks that they can regularly attend and contribute to.
* That they have completed the evaluation section.
* The discussion around the objectives is helped by having the supervisor’s input as they know the groups and opportunities.
* Agree a date for the student to finalise the work plan and email it back to you.
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| **Mid way placement update for students and the mid way report that need to be completed at the mid way**  | Explain the process for this and what is required from the supervisor:* Students will complete a placement update and email it to their supervisor at the mid-way point.
* The Academic tutor will facilitate a professional discussion about and the student and supervisor will provide comments on the students’ progress, skills, strengths and areas for development Discussion about the student’s fitness to practice and if there is any cause for concern. This should be signed off on by you (Tutor) and emailed to student & supervisor and saved to teams.
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| **Community analysis (15%)**  | Go through the assessment for the mapping:* Talk through guidance information –Place standard tool
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| **Assessed direct observation of practice (20%) - end of February 2021** | Discuss the process and explain that the observation must be completed by the end of March’21. Emphasise the importance of not waiting until then, but to get it done sooner. Explain:* That the Academic Tutor will visit the placement and assess the student during the observation which will last for 60 minutes.
* Students will be assessed in relation to set criteria.
* The Assessed Observation is compulsory and *must* be completed by the dates outlined in the Placement course outline.
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| **Individual pitch - (15%) - 25th of March 2021** | * Explain the criteria for one- page project outline, along with a completed funding application arising from the student’s findings from their community analysis.
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| **Placement Assignment** **(50%) *– 7*th May**  | * Briefly discuss the final assignment and explain that a more detailed discussion will happen at the final meeting and that this will also be covered in the class tutorial.
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| Remind both of the Code of Professional Conduct and Fitness to Practise- this should have been done in the set up meeting and in class. | * Go through the document and use examples of breaches of fitness to practise.
* Highlight to supervisors the importance of ongoing communication if there are any issues, so that we can support students before it becomes a fitness to practise issue.
* Student should have signed off on this and supervisor should have a copy of this.
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| **Recording hours** | * Remind the students that they need to keep a timesheet and email this to their supervisor on a regular basis.
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| **Date for final meeting** | * Set a date for final meeting. This should be in advance of the assignment date: **7th May 2021**
* Explain to supervisor that the final report is due then and that it should be emailed over in advance.
* It is essential that this meeting happens before the final assignment is due as the discussion is essential for the student in preparation for the final assignment.
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