

Information to Consider When Contacting your Placement Contact/Provider

First, before you contact a potential placement – do your homework. The job role you undertake must fulfil the criteria that has been set out by your module lead. For example, for the Psychology for Work module, your role may involve sitting in during the interview process, ensuring compliance with health and safety procedures, or engaging with members of staff within the organisation. Therefore, try to find out this information via their website or via direct contact beforehand. You need to discuss the requirements of the role with your placement provider before you commit. It is too late once you have committed and once you start your placement and realise that all you are doing all day is photocopying and making the tea!

Please ensure you include the following key points in your initial correspondence with potential placement providers.

1. Tell them who you are – your name, that you are a student of University of Wales Trinity Saint David, your level of study, the title of your course.
2. Explain that, as part of your Level 5 module (state the name of the module), you are required to undertake the equivalent of a ten-day/60-hour volunteering opportunity.
3. Outline the type of role required (consider the requirements of the module you are studying – either to gain exposure to organisational processes or to gain experience in a setting related to care and well-being), and indicate how you see the volunteering opportunity/placement aligning with this (if applicable).
4. Explain that, for the purpose of the module, your placement hours can be completed between July and January and that you will negotiate these hours once a placement has been agreed.
5. Ask whether you require a DBS (if you're going to an office, probably not; if you are working with children or vulnerable adults, then yes).
6. Explain that the placement itself is not assessed, and there will be no visits from your tutors. All that is required of them is the completion of an attendance form at the end of your placement.
7. At the end of your letter/email, explain that they will receive an email from the University to confirm the placement.

Remember! **You** need to find and organise your placement. All questions and correspondence relating to activities you will be undertaking as part of your placement must come from you. Your tutor will only confirm the placement and offer assistance if it is required from the perspective of the organisation/placement provider.