

2019

Workplace Practice E-portfolio

FERN WILLIAMS

Contents Page

- 2. Introduction
- 3. Evidence
- 9. Payslips
- 11. CV
- 14. Placement agreements

Introduction

I am currently a student in the University of Wales Trinity Saint David (UWTSD) and am studying my first year of nursing and health studies. I have completed my first year of studies and am returning to complete the 2nd year of the course next year. Before I came to do this course I completed my level 3 Health and Social Care in Graig College, Llanelli, I Passed this with a DD*. After completing this course I did community care for 5 months. Whilst working within the community I would ensure that service users were safe within their home and that their personal care needs were met.

I currently work in a Residential and Nursing home in Betws, Ammanford. I have worked in the care home for just under 2 months and thoroughly enjoy my job. My daily tasks include helping residents with personal care, helping with meal times and carrying out general health care tasks. In order to get my job I applied online after finding the job advertised on the internet, I received an email back saying that I was invited for an interview for the job role of a carer. I attended the interview where I filled out a questionnaire relating to the job role of a carer, I then undertook an in depth interview with the deputy manager and one of the senior carers. I was telephoned later on that day to be informed that I had got the job. I then had to wait for the care home to check my DBS, I started working there a week later. After I have completed my course I would like to go on to do my nursing degree and hopefully go on to do paediatric nursing and then neonatal nursing.

Evidence

Level 3 Health and Social Care Certificates.

Pearson BTEC Level 3 Diploma

in HEALTH AND SOCIAL CARE (SOCIAL CARE) (QCF)
WITH THE DOUBLE GRADE DISTINCTION* DISTINCTION
is awarded to

FERN DIONE WILLIAMS

who has completed an approved programme at
COLEG SIR GAR

AWARDED : JULY 2017

THIS DOCUMENT CONSISTS OF MORE THAN ONE PAGE

68260F:NG427 :JA17539: 000256006:24:02:98:ISSUED 14-OCT-2017 : QN 500/9465/8

Regulated by
Ofqual
For more information see <http://register.ofqual.gov.uk>



S Hague

Sharon Hague
Responsible Officer
Pearson Education Ltd



PQS17 07505233 296

Notification of Performance

JA17539 FERN DIONE WILLIAMS

PEARSON BTEC LEVEL 3 DIPLOMA (WAS NATIONAL CERTIFICATE 120+) in HEALTH AND SOCIAL CARE (SOCIAL CARE) (QCF)

The learner has been awarded the following credit for achieving the learning outcomes of the unit(s) listed

UNIT REF	TITLE	CREDIT VALUE AT LEVEL	GRADE
COLEG SIR GAR			
R/600/8939	DEVELOPING EFFECTIVE COMMUNICATION IN HEALTH AND SOCIAL CARE	10.0 3	PASS
D/600/9222	EQUALITY, DIVERSITY AND RIGHTS IN HEALTH AND SOCIAL CARE	10.0 3	DISTINCTION
A/600/8952	HEALTH, SAFETY AND SECURITY IN HEALTH AND SOCIAL CARE	10.0 3	DISTINCTION
J/600/8954	DEVELOPMENT THROUGH THE LIFE STAGES	10.0 3	DISTINCTION
R/600/8956	ANATOMY AND PHYSIOLOGY FOR HEALTH AND SOCIAL CARE	10.0 3	DISTINCTION
D/600/8958	PERSONAL AND PROFESSIONAL DEVELOPMENT IN HEALTH AND SOCIAL CARE	20.0 3	DISTINCTION
Y/600/8960	VALUES AND PLANNING IN SOCIAL CARE	10.0 3	DISTINCTION
H/600/8962	CARING FOR CHILDREN AND YOUNG PEOPLE	10.0 3	MERIT
K/600/8963	SAFEGUARDING ADULTS AND PROMOTING INDEPENDENCE	10.0 3	PASS
M/601/2402	SOCIOLOGICAL PERSPECTIVES FOR HEALTH AND SOCIAL CARE	5.0 3	DISTINCTION
A/601/2404	PSYCHOLOGICAL PERSPECTIVES FOR HEALTH AND SOCIAL CARE	5.0 3	DISTINCTION

(CONTINUED ON NEXT PAGE)



S Hague

Sharon Hague
Responsible Officer
Pearson Education Ltd



Notification of Performance

JA17539 FERN DIONE WILLIAMS

PEARSON BTEC LEVEL 3 DIPLOMA (WAS NATIONAL CERTIFICATE 120+)
in HEALTH AND SOCIAL CARE (SOCIAL CARE) (QCF)
The learner has been awarded the following credit for achieving the learning outcomes
of the unit(s) listed

UNIT REF		TITLE	CREDIT VALUE AT LEVEL		GRADE
(CONTINUED FROM PREVIOUS PAGE)					
J/600/8968		PHYSIOLOGICAL DISORDERS	10.0	3	PASS
L/601/2407		NUTRITION FOR HEALTH AND SOCIAL CARE	10.0	3	DISTINCTION
D/600/9026		INDEPENDENT LEARNING IN HEALTH AND SOCIAL CARE	10.0	3	DISTINCTION

THE LEARNER HAS QUALIFIED FOR THE ABOVE AWARD WITH
THE DOUBLE GRADE DISTINCTION* DISTINCTION IN JULY 2017

68260F : NG427 : 24.02.98 : ISSUED 14-OCT-2017 : QN 500/9465/8



S Hague
Sharon Hague
Responsible Officer
Pearson Education Ltd



These certificates show a break down of the grade that I received for each of my college modules. I received a distinction grade for Nutrition for Health, Psychological Perspectives, Sociological Perspectives, Values and Planning, Personal and Professional Development, Anatomy and Physiology, Development through the Life Stages, Equality and Diversity and Health, Safety and Security. I received a merit grade for Caring for Children and Young People and a pass grade for Physiological Disorders, Communication and Safeguarding Adults.

Whilst in college I did a number of different placements, my first placement was in a primary school. Whilst at the school I would help the children with their reading, writing and numeracy skills. I really enjoyed this placement and did start to think about whether I wanted to be a primary school teacher. My second placement was in a nursery which I again enjoyed, whilst on placement I would help the children with learning skills, which could be painting my numbers or using building blocks, it was this placement that made me consider children's nursing. My last placement was in a small community hospital, whilst on this placement I watched the nurses changing dressings and by the end of the two I was able to take temperatures and blood pressure readings.



Training & Consultancy
Care about training. Training to care

Certificate of Completion

is hereby awarded to

Fern Williams

For satisfactory completion of

Manual Handling **All Wales Passport**

Training Session

On this Date: **8th September 2017**

Valid Until: **8th September 2020**

Course Tutor: **Wayne Moores**

Signed: 

Subjects Covered

All Wales Manual handling Passport

- Module A - Introduction
- Module B - Inanimate Load Handling
- Module C - Sitting, Standing & Walking
- Module D - Bed Mobility
- Module E - Lateral Transfers
- Module F - Hoisting

Mr Andrew Thorne
Managing Director



Mr. Wayne D Moores
Director of Training & Development



CCSTC/CERT/013
Registration Number:- 7363538





Training & Consultancy
Care about training. Training to care

Certificate of Completion

is hereby awarded to

Fern Williams

For satisfactory completion of

Medication - Administration

Training Session

On this Date: **13th September 2017**

Valid Until: **13th September 2018**

Course Tutor: **Wayne Moores**

Signed: 

Subjects Covered

Maintaining the service user's privacy, dignity, independence and choice
Legislation surrounding medication
Organisation's medication policies and procedures
Role you play in giving medication
Boundaries when assisting with medication
What you can and can't do in relation to medication
Importance of gaining the consent of the service user at all times
Roles and boundaries of assisting with medication
Types of medication available and the possible routes these might be given
Safe administration of medication

Mr Andrew Thorne
Managing Director



Mr. Wayne D Moores
Director of Training & Development



CCSTC/CERT/018
Registration Number:- 7363538



I had to complete my Manual handling training and my Medication-Administrating training before I could start working in the community. In order to gain these certificates I had to complete two days of training and complete a small exam paper at the end of the second day. If I had not gained my certificates I would not have been able to work in the community and would have had to re-do my training when the next training day came up.

Payslips

COMPANY NAME: Ashberry Healthcare Limited									
Department 6 - Blaenos House				Payment Method - BACS		Payment Period - Monthly			
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT		
Basic Pay	33.00	7.8300	258.39	PAYE Tax	0.00	Total Gross Pay TD	258.39		
				National Insurance	0.00	Gross for Tax TD	258.39		
						Tax Paid TD	0.00		
						Earnings for NI TD	0.00		
						National Insurance TD	0.00		
				Deduction	56.00				
						Earnings for NI	0.00		
						Gross for Tax	258.39		
						Total Gross Pay	258.39		
						Nat. Insurance No.	PC672085B		
12	DATE	DEPT.	PAY POINT	TAX CODE	EMPLOYEE No.	EMPLOYEE NAME	NET PAY		
12	04/04/2019	6		1185L	2545	Miss. Fern Dione Williams	202.39		

This pay slip is for 33 hours work which I did in a care home in Llandoverly. After I had completed these hours I felt that this home wasn't the type of place that I wanted to work. I left this home as I found it emotionally difficult, the care home was for individuals with dementia, and I felt that residents did not have much quality of life as from speaking other members of staff I was told that residents were not taken out anywhere and did not go outside into the garden even on sunny days. I decided that I wanted to work somewhere where there was more interaction between service user and carer.

Company

Hallmark Care Homes (Ammanford) Ltd

Pay Advice

Department 04 - Carers				Payment Method - BACS		Payment Period - Monthly	
Description	Hours	Rate	Amount	Description	Amount	Description	Amount
Base Hourly	60.00	8.2200	493.20	PAYE Tax	0.00	Total Gross Pay TD	542.52
Training	6.00	8.2200	49.32	National Insurance	0.00	Gross for Tax TD	542.52
						Tax paid TD	0.00
						Earnings For NI TD	540.00
						National Insurance TD	0.00
						Earnings for NI	540.00
						Gross for Tax	542.52
						Total Gross Pay	542.52
						Nat. Insurance No	PC672085B
Wk./Mth.	Date	Depl.	P/Method	Tax Code	Employee No.	Employee Name	Nett Pay
1	23/04/2019	04		C1250L	419	Miss. F Williams	542.52

Keep up to date with the latest recruitment news & vacancies by following us on Instagram & Linked

This pay slip is from the care home which I am currently working in. At this home I work 33 hours a week which can include a 7-7 shift, 8-2 shift or a 2-8 shift. Since being at this home I have completed manual handling, fire safety and oral care training. I was unable to get copies of these certificates as the admin has been off sick for the last week. Whilst working at the care home I have experienced a number of new things, as I had only done a small amount of care work previously I did not have much experience. As there are some residents with learning difficulties I had to find new ways to be able to communicate with them to ensure that they were happy with the care they were receiving, there is also a blind lady in the care home so I had to ensure that explained everything that was going so that she was aware of what was going to happen, e.g. roll her over, reposition in bed.

My day to day tasks in the care home include assisting residents with personal care in the mornings and getting residents up if they so wish, this could be by aiding them with a zimmer frame, stand aid, steady or we may need to use a hoist. I then assist residents with feeding or give breakfast to those which are able to feed themselves, after breakfast is finished we check again if anyone would like to be aided down to the lounge. Throughout the morning I answer buzzers of residents which are in the room and take the tea trolley around. Before lunch we bring residents into the dining room, again I assist individuals with feeding if they require assistance. After lunch we do changes and turn individuals if they are on a skin bundle chart, we ensure that the chart is filled out throughout the day along with the fluid/nutrition chart. At around 3pm the tea trolley goes around again and we take supper orders of what each resident would like. I assist with feeding in the evening, after supper we will aid some residents back to bed if they so wish.

CV

Fern Williams

Greenview

Llandeilo, CARMARTHENSHIRE SA197LD

Phone: 07506053676

E-Mail: fern.greenview@btinternet.com

Professional summary

Motivated leader with strong organisational and prioritisation abilities. Friendly and hardworking, looks for things to do when it may be quiet. Able to learn new tasks quickly and carry them out effectively. Passionate about making a difference and helping to others. Have previously done homecare work within the community working by myself and alongside a colleague. Currently work in a Care home for the elderly carrying out daily personal care tasks and assisting to individual needs.

Skills

- Good communicator.
- Good listener.
- Communicate in English or Welsh.
- Able to follow instructions.
- Good team worker.
- Make decisions accordingly.

Experience

March 2019 to current date

Catref Annwyl Fan Care Home

Carer

Assist residents with personal care throughout the day.

Assist residents at meal times.

Maintain daily records and complete fluid/nutrition charts.

Assist residents with getting to and from bed and to the bathroom.

September 2018 to February 2019

Julia and Rob Rea Llandeilo, Wales

waitress

Welcome customers and sit them at their allocated table.

Take food and drink order.

Help prepare meals.

Ensure everything is okay with the meal.

Prepare bill when ready for it.

Clear Table

September 2017 to November 2017

Cadog Homecare Ltd Carmarthenshire, Wales

Home carer

Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.

Administer prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients take their medicine.

Provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.

Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.

March 2017 to September 2017

The Angel Inn, Salem, Wales

Front of house

Use computers for various applications, such as database management or word processing.

Answer telephones and provide callers with information, take messages or transfer calls to the appropriate individuals.

Greet visitors or callers and handle their enquiries, or direct them to the appropriate people according to their requirements.

Education

June 2019 University of Wales Trinity Saint David Carmarthenshire, Wales

Certificate of Higher Education Nursing and Health Studies

Currently working toward my degree.

July 2017 Coleg Sir Gar Carmarthenshire, Wales

Level 3 Diploma Health and Social Care

Graduated with distinction.

July 2015 Ysgol Bro Dinefwr - Tregib Campus Ffairfach, Wales

GCSEs/A levels

SMART Plan

Over the next year I wish to further improve my experiences and skills within the care and I would like to be able to complete the second year of my nursing and health studies depending on whether I pass the first year, I will know this once I have received my results. This is achievable as I should be able to complete the second year starting in September. Before I start the second year I need to become more organised and allow more time for assignment.

Once I have completed the second year of my nursing and health studies I hope to go on to complete my nursing degree in paediatric nursing, I hope to begin my degree in September 2020. I think this is achievable as long as I keep up to date with my work.

My long term goal is to be a neonatal nurse, this is not likely to happen within the next 10 years as I need to ensure that I have plenty of experience beforehand. I think it is achievable as long as I try my best over the next few years.



Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

PLACEMENT PROVIDER AGREEMENT

PLACEMENT PROVIDER CONTACT

INFORMATION

Name of organisation:	Catref Anniwyl fan
Placement Site Address:	Catref Anniwyl fan, Woodlands Park, Ammanford SA18 2HW
Workplace Supervisor Name (or other provider contact):	Emma Lloyd.
Workplace Supervisor (or contact) Position:	Deputy Manager.
Telephone:	01269 592447.
E-mail:	

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

Name of Placement Coordinator:	TANIA DAVIES
Address:	UWTSO, SBC, HIGH STREET SA1 1NE
Telephone:	01792 481196
E-mail:	Tania.davies@uwtsd.ac.uk

STUDENT AND PLACEMENT DETAILS

Name of student(s):	fern williams		
Start Date:	15/4/19	End date:	N/A work there.
Duration of Placement:		Normal Working Hours:	33hrs
Outline of Placement Activity/Duties:	Assist Personal care + feeds. Aid to incl from bed/toilet General needs of residents		

Dear Placement Provider**Re: Work Experience Placement**

Thank you for agreeing to accept our student on the work experience placement at your organisation. Quality work experience is vital to equip our students for their future careers and the University is grateful for your offer of this placement opportunity. We hope our student will learn from this placement the skills and competencies specific to their discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills, etc.).

Would you please check that the Placement Provider information and placement details on page 1 are complete and correct, amending if necessary?

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific roles and responsibilities. It is important that all three parties clearly understand the responsibilities and expectations of everyone involved and so the responsibilities are detailed below.

During the placement, we expect the student to prove to be an effective, safe and reliable individual. However, you will appreciate that during this period the student is under your control and therefore the primary duty of care and consequent liabilities must rest with you. As the student's Placement Provider the University requests you to treat him or her in the same way as your employees.

The University therefore requests that you as Placement Provider will:

- a) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1A Placement Provider Agreement.
- b) Provide a safe working environment. Comply with health and safety legislation and define the liability and other insurance cover that will be provided for the activities of the student, with regard to the student and to others who could be affected by the student's actions or inactions. See Appendix PL1B Placement Provider Health and Safety Questionnaire.
- c) Provide a designated Workplace Supervisor who will:
 - a. act as the first point of contact for any problems or queries during a student's placement and contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;
 - b. conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;
 - c. provide the University with student attendance data, where required.
- d) Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including health and safety arrangements, how to report accidents, incidents and unsafe conditions. See Appendix PL1F Induction Checklist.
- e) Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
- f) Provide the student with appropriate instruction and training in working practices to enable him/her to carry out his/her duties efficiently and safely.
- g) Work with the student to identify appropriate learning outcomes for the placement (these must be agreed by the student, the Workplace Supervisor and the University).
- h) Facilitate access to the student for visits by the Placement Tutor, where appropriate.
- i) Ensure that the student is treated with respect.

APPENDIX PL1A

- j) During and on completion of the placement, provide feedback to the University on the student's performance and confirmation of the hours in practice, where required.

The University of Wales Trinity Saint David will:

- a) Commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This may include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements and organising/managing the placement arrangements, in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the first point of contact, visit the student on placement, where appropriate, and/or assess the student.
- b) Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:
 - are clearly defined;
 - contribute appropriately to the overall aims of the programme;
 - are appropriately assessed. In cases where it is considered appropriate for the assessment be jointly conducted by the University and the Placement Provider, the Placement Tutor will work with the Workplace Supervisor to establish and document the procedure by which this shall be achieved.
- c) Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures, using a risk-based assessment process. The approval process will require the Placement Coordinator to undertake a Risk Profile for each placement using the PL1D Placement Risk Profiling Guidance, and record the outcomes in Appendix PL1E Risk Assessment. This risk assessment activity will include consideration of the information supplied in Appendix PL1A Placement Provider Agreement, Appendix PL1B, Placement Provider Health and Safety Questionnaire and Appendix PL1C Student Placement Agreement.
- d) Negotiate reasonable adjustments with the Placement Provider in the case of a student assessed under the Equality Act, 2010.
- e) Provide specialist advice and guidance for students with additional support needs.
- f) Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:
 - i. Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.
 - ii. University emergency contact details.
- g) Retain a full and detailed record of each placement.
- h) Provide students with appropriate briefing, including health and safety, prior to commencement of any placement.
- i) Monitor all placement activity, ensuring that milestones are established, maintained and records, and identifying and addressing issues of concern and sharing good practice.
- j) Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement. See Appendix PL1G.

Students are required to:

Prior to placement: students cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator. Students are required to:

- a) Identify a suitable placement (with the exception of students following a professionally accredited programme).
- b) Attend placement preparation briefings, including health and safety.
- c) Complete a Disclosure and Barring Service (DBS) check, if required. The student will retain the original and submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any convictions with the Placement Coordinator.
- d) Complete the ethics approval processes, where relevant.
- e) Have a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements, expected learning outcomes and assessment requirements.
- f) Inform the Placement Coordinator and Placement Provider of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.
- g) Complete the defined placement registration and approval process in full. See Appendix PL1C Student Placement Agreement.
- h) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1C Student Placement Agreement.

During the placement the student is required to:

- a) Comply with all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- b) Report to the University any incidents in which s/he is involved and any health and safety concerns that are not addressed by the Placement Provider, e.g. in the event that appropriate induction and health and safety training is not provided.
- c) Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.
- d) Keep a log of hours worked.
- e) Monitor his/her progress in achieving the identified learning outcomes and discuss these regularly with the Workplace Supervisor and Placement Tutor, as appropriate.
- f) Conduct him/herself in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.
- g) Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that he/she is unable to attend their placement due to illness etc.
- h) Respect any other requirements of the workplace such as dress codes.
- i) Notify their Placement Coordinator or Tutor should any issues of concern arise.
- j) Consult with the Placement Coordinator or Tutor prior to seeking any changes in the terms and duration of the placement.
- k) Complete all relevant academic coursework relating to the placement experience.

APPENDIX PL1A

Would you please confirm that you accept the above responsibilities by signing below?

Also attached is the PL1B Placement Provider Health and Safety Questionnaire. Please could you arrange to complete the questionnaire with regard to your health and safety and insurance arrangements?

I'd be grateful if you would return the completed versions of this PL1A form and PL1B questionnaire either by postal mail or email to the contact details specified on page 1.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely

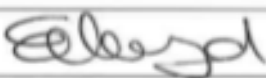


Tania Davies

Placement Coordinator

PLACEMENT PROVIDER AGREEMENT

I confirm that I accept the responsibilities as detailed above.

Signed:	
Name in block capitals:	EMMA LLOYD
Position:	Deputy manager.
Date:	2/5/19



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

PLACEMENT PROVIDER HEALTH AND SAFETY QUESTIONNAIRE

Name of provider's organisation:	Catref Annwyl Fari.		
Placement Site Address:	Catref Annwyl Fari, Woodlands Park, Ammanford SA18 2HW		
Workplace Supervisor Name (or other provider contact):	Emma Lloyd		
Workplace Supervisor (or contact) Position:	Deputy Managing Manager		
Telephone:	01269 542447		
E-mail:			
Name of student(s):	Fern Williams		
Duration of Placement:		Start Date:	15/4/19.

Dear Placement Provider

Re: Health and Safety for Work Placements

The University of Wales Trinity Saint David has a duty of care to ensure, so far as is reasonably practicable, the health and safety of our students whilst on placement. We ask for your assistance in meeting this obligation by completing this questionnaire and supplying (if requested), a copy of your health and safety policy and insurance certificates.

I'd be grateful if you would return the documents either by postal mail or email to the contact details below.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely

Tania Davies
Placement Coordinator
Ysgol Chwaraeon, Iechyd ac Addysg Awyr Agored / School of Sport, Health and Outdoor Education
Prifysgol Cymru Y Drindod Dewi Sant / University of Wales Trinity Saint David
Stryd Fawr / High Street
Abertawe / Swansea SA1 1NE
Ffôn / Tel: 01792 481196 (Swansea) Estyniad / Extension: 4196
Ffôn / Tel: 01267 225117 (Carmarthen)
ebost/email: tania.davies@uwtsd.ac.uk

August 2015

1

PLACEMENT PROVIDER HEALTH AND SAFETY QUESTIONNAIRE

		Yes	No
1.	Does your organisation have a written health and safety policy? If no, please give reason:	✓	
2.	Do you have a policy regarding health and safety training for people working in your undertaking, including use of vehicles and equipment, and will you provide all necessary health and safety training for our placement student(s)? If no, please give reason:	✓	
3.	Is the organisation registered with:		
a)	The Health and Safety Executive?	✓	
b)	The Local Authority Environmental Health Department?	✓	
c)	The relevant authority in your country (if outside the UK)?	✓	✓
d)	The relevant National Governing Body <i>CIW</i> Registration number: <i>D5003685</i> Last assessment date: <i>OCTOBER 2018</i>	✓ 11	
4.	Insurance (UK Placements)		
a)	Is Employer Liability Insurance held?	✓	
b)	Is Public Liability Insurance held?	✓	
c)	Will your insurance cover any liability incurred by a student as a result of attendance at your course/training sessions?	✓	
5.	Insurance (EU/International Placements, i.e. non-UK)		
a)	Will your insurance cover liability for injuries or sickness suffered by placement students attributable to their duties with your organisation?		
b)	Will your insurance cover liability incurred by the student for injuries to other parties (including their co-workers) or property damage arising from their duties with your organisation?		
c)	Will your insurance cover any liability incurred by a student as a result of attendance at your course/training sessions?		
6.	Risk Assessment		
a)	Have you carried out risk assessment of your work practices to identify possible risks, to employees and to others within your undertaking?	✓	
b)	Are there effective control measures in place for the risks?	✓	
c)	Are risk assessments kept under regular review?	✓	
d)	Are the results of risk assessment implemented?	✓	
e)	Will the student be undertaking any higher risk activities? (If Yes, please provide copies of your health & safety policy and insurance certificates when returning this form)		✓
6.	Accidents and Incidents		
a)	Is there a formal procedure for reporting and recording accidents and incidents (in accordance with RIDDOR in the UK or other country legislation if an international placement)?	✓	
b)	Have you procedures to be followed in the event of serious and imminent danger to people undertaking courses/training?	✓	
c)	Will you report to the University all recorded accidents involving our students?	✓	

* (4c) Fern is currently a member of our staff
 and therefore is covered by the company's liability

APPENDIX PL1B

d)	Will you report to the University any sickness involving our students which may be attributable to the work?	✓
7	Contact Personnel	
	Who is your nominated contact for compliance with these requirements of health and safety legislation? Name: DEBORAH WELINGTON Position: GENERAL MANAGER	✓

CONFIRMATION

I confirm that the preceding information is correct to the best of my knowledge. I confirm also that the student will receive:

- Induction briefing on their first day of attendance.
- Appropriate training and supervision in relation to their placement.

Signed:			
Name in block capitals:	EMMA LLOYD		
Position:	Deputy Manager	Date:	2/5/19

Thank you for completing this questionnaire. Please return it as soon as possible to the Placement Coordinator (contact details on page one)

STUDENT PLACEMENT AGREEMENT

STUDENT CONTACT INFORMATION

Student Name:	Fern Williams	Student number:	1807583
Mobile Telephone:	07506 053 676		
University e-mail:	1807583@student.uwtsd.ac.uk		
Personal e-mail:	fern.greenwell@btinternet.com		
Emergency contact and relationship:	Matthew Thomas Partner	Tel:	07548505 382

CONFIDENTIAL STUDENT HEALTH INFORMATION:

	YES	NO
1. Do you currently have or have you previously had any form of asthma; diabetes; epilepsy; heart disease; nervous or mental illness; rheumatic fever; stroke; tuberculosis?		☒
2. Do you currently have or have you previously had any other form of serious illness or operation that may affect your or others health and safety whilst on placement?		☒
3. Are you currently receiving medical treatment and/or medication?		☒
4. Are you visually impaired/blind?		☒
5. Are you hard of hearing/deaf?		☒
6. Disability - 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day duties'.		☒
Do you consider yourself to have a disability as defined in the Single Equality Act 2010?		
If the answer to any of the questions above is "yes", please give further details as to the nature of your circumstances. Please include dates.		
Name, address and contact details of your doctor (for emergency use): Meddyfa Tal, Crescent Rd, Llanelli, SA19 6HL 01558 823435		

To protect your health and safety it is imperative that you notify us of any disability or condition that may impact upon health and safety during work placement. If you fail to disclose this it may place you at a disadvantage and impact upon your own health and safety.

PLACEMENT PROVIDER CONTACT INFORMATION

Name of organisation:	UWTSD
Placement Site Address:	SBC, HIGH STREET SA1 1NE
Workplace Supervisor (or provider contact) Name:	TANIA DAVIES
Workplace Supervisor (or contact) Position:	PROGRAMME DIRECTOR
Telephone:	01792 481196
E-mail:	Tania.davies@uwtsd.ac.uk

PLACEMENT DETAILS

Start Date:	15/4/19	End date:	
Duration of Placement:		Normal Working Hours:	33hrs
Outline of Placement Activity/Duties:	Assist personal care Assist feeding Aid from bed/toilet General care needs		
Outline of Placement learning/assessment focus:			
Please tick to confirm that you have current DBS approval (if applicable)	YES ☒	NO ☐	N/A ☐

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

Name of Placement Coordinator:	TANIA DAVIES
Telephone:	01792 481196
E-mail:	Tania.davies@uwtsd.ac.uk

Dear Student

Re: Work Experience Placement

Welcome to the UWTSD Placement! Quality work experience is vital to equip you for your future career and will enhance your employability. We hope you will learn from this placement the skills and competencies specific to your discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills, etc.).

Would you please complete the previous sections of this document, ensuring that full and correct information is provided?

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific roles and responsibilities. It is important that all three parties clearly understand the responsibilities and expectations of everyone involved and so the responsibilities are detailed below.

Prior to placement: students cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator. Students are required to:

- a) Identify a suitable placement (with the exception of students following a professionally accredited programme).
- b) Attend placement preparation briefings, including health and safety.
- c) Complete a Disclosure and Barring Service (DBS) check, if required. The student will retain the original and submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any convictions with the Placement Coordinator.
- d) Complete the ethics approval processes, where relevant.
- e) Have a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements, expected learning outcomes and assessment requirements.
- f) Inform the Placement Coordinator and Placement Provider of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.
- g) Complete the defined placement registration and approval process in full. See Appendix PL1C Student Placement Agreement.
- h) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1C Student Placement Agreement.

During the placement the student is required to:

- a) Comply with all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- b) Report to the University any incidents in which s/he is involved and any health and safety concerns that are not addressed by the Placement Provider, e.g. in the event that appropriate induction and health and safety training is not provided.
- c) Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.
- d) Keep a log of hours worked.
- e) Monitor his/her progress in achieving the identified learning outcomes and discuss these regularly with the Workplace Supervisor and Placement Tutor, as appropriate.

APPENDIX PL1C

- f) Conduct him/herself in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.
- g) Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that he/she is unable to attend their placement due to illness etc.
- h) Respect any other requirements of the workplace such as dress codes.
- i) Notify their Placement Coordinator or Tutor should any issues of concern arise.
- j) Consult with the Placement Coordinator or Tutor prior to seeking any changes in the terms and duration of the placement.
- k) Complete all relevant academic coursework relating to the placement experience.

The Placement Provider will:

- a) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1A Placement Provider Agreement.
- b) Provide a safe working environment. Comply with health and safety legislation and define the liability and other insurance cover that will be provided for the activities of the student, with regard to the student and to others who could be affected by the student's actions or inactions. See Appendix PL1B Placement Provider Health and Safety Questionnaire.
- c) Provide a designated Workplace Supervisor who will:
 - a. act as the first point of contact for any problems or queries during a student's placement and contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;
 - b. conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;
 - c. provide the University with student attendance data, where required.
- d) Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including health and safety arrangements, how to report accidents, incidents and unsafe conditions. See Appendix PL1F Induction Checklist.
- e) Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
- f) Provide the student with appropriate instruction and training in working practices to enable him/her to carry out his/her duties efficiently and safely.
- g) Work with the student to identify appropriate learning outcomes for the placement (these must be agreed by the student, the Workplace Supervisor and the University).
- h) Facilitate access to the student for visits by the Placement Tutor, where appropriate.
- i) Ensure that the student is treated with respect.
- j) During and on completion of the placement, provide feedback to the University on the student's performance and confirmation of the hours in practice, where required.

The University of Wales Trinity Saint David will:

- a) Commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This may include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements and organising/managing the placement arrangements, in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the first point of contact, visit the student on placement, where appropriate, and/or assess the student.
- b) Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:
 - are clearly defined;
 - contribute appropriately to the overall aims of the programme;
 - are appropriately assessed. In cases where it is considered appropriate for the assessment be jointly conducted by the University and the Placement Provider, the Placement Tutor will work with the Workplace Supervisor to establish and document the procedure by which this shall be achieved.
- c) Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures, using a risk-based assessment process. The approval process will require the Placement Coordinator to undertake a Risk Profile for each placement using the PL1D Placement Risk Profiling Guidance, and record the outcomes in Appendix PL1E Risk Assessment. This risk assessment activity will include consideration of the information supplied in Appendix PL1A Placement Provider Agreement, Appendix PL1B, Placement Provider Health and Safety Questionnaire and Appendix PL1C Student Placement Agreement.
- d) Negotiate reasonable adjustments with the Placement Provider in the case of a student assessed under the Equality Act, 2010.
- e) Provide specialist advice and guidance for students with additional support needs.
- f) Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:
 - i. Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.
 - ii. University emergency contact details.
- g) Retain a full and detailed record of each placement.
- h) Provide students with appropriate briefing, including health and safety, prior to commencement of any placement.
- i) Monitor all placement activity, ensuring that milestones are established, maintained and records, and identifying and addressing issues of concern and sharing good practice.
- j) Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement. See Appendix PL1G.

APPENDIX PL1C

Would you please confirm that you accept the above responsibilities by signing below?

I'd be grateful if you would return the completed version of this PL1C form to the Placement Coordinator using the contact details specified on page 2.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely



Tania Davies

Placement Coordinator

STUDENT PLACEMENT AGREEMENT

I confirm that I accept the responsibilities as detailed above.

Signed:	
Name in block capitals:	FERN WILLIAMS
Programme of study:	Nursing and Health Studies
Date:	30/4/19.

STUDENT PLACEMENT INDUCTION CHECKLIST

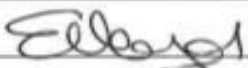
Student Name:	Fern Williams
Name of Placement Provider organisation:	Catref Annwyl Fcn.
Placement Site Address:	Catref Annwyl Fcn. Woodlands Park, Ammanford SA18 2HW

As a minimum, the topics listed below should be included within the induction that you provide for the student on placement, preferably on their first day. Please check off the subjects as they are covered.

Health & Safety Issues	No	Yes	Date
1. Introduction to key staff members and their roles explained		✓	15/4/19
2. Location of welfare facilities (e.g. toilets, kitchen, rest room, showers, etc.)		✓	15/4/19
3. Emergency procedures		✓	16/4/19
4. Copy of safety policy received or location known		✓	16/4/19
5. Location of first aid facilities and contact for first aiders		✓	16/4/19
6. Fire procedures and location of fire-fighting equipment		✓	20/4/19
7. Accident/incident reporting and location of accident book		✓	20/4/19
8. Use/control measures for hazardous substances in the workplace (e.g. COSHH) – if applicable		✓	20/4/19
9. Display Screen Equipment Regulations and associated procedures – if applicable			
10. Manual handling procedures – if applicable		✓	18/4/19
11. Protective clothing/equipment arrangements – if applicable		✓	15/4/19
12. Instruction on equipment you will be using (list equipment)		✓	18/4/19
13. Specific training for tasks to be undertaken		✓	18/4/19
14. Specific information relating to risk assessments covering tasks to be undertaken		✓	20/4/19
15. Location of health and safety information and advice		✓	25/4/19
16. Specific disability related induction issues		✓	25/4/19
17. Other issues covered/to be covered please state:			

PLACEMENT PROVIDER CONFIRMATION

I confirm that the student has been provided with the induction specified above:

Signed:			
Print Name:	EMMA LLOYD		
Position:	Deputy Manager	Date:	2/5/19

STUDENT CONFIRMATION

I confirm that I have been provided with an appropriate induction as specified above:

Signed:			
Print Name:	FERN WILLIAMS		
Position:	Carex	Date:	21/5/19

Thank you! Please return the completed checklist to the Placement Organiser within one week of the student starting placement.

Tania Davies
 Cyfarwyddwraig y Portffolio Iechyd / Health Portfolio Director
 Ysgol Chwaraeon, Iechyd ac Addysg Awyr Agored / School of Sport, Health and Outdoor Education
 Cyfadran Busnes a Rheolaeth / Faculty of Business and Management
 Prifysgol Cymru Y Drindod Dewi Sant / University of Wales Trinity Saint David
 Stryd Fawr / High Street
 Abertawe / Swansea
 SA1 1NE

Ffôn / Tel: 01792 481196 (Swansea)
 Estyniad/ Extension: 4196
 Ffôn / Tel: 01267 225117 (Carmarthen)
 ebost/email: tania.davies@uwtsd.ac.uk

For office use only

PLACEMENT COORDINATOR RECEIPT

Signed:			
Print Name:			
Position:		Date of receipt:	
Action required?			

