

Student Placement Checklist

Who	Action		Completed (✓)
	Prior to Placement		
Student	1	Identify Placement Provider	
	2	Complete a DBS Check, if required – provide copy to Placement Co-ordinator	
	3	Complete PL1c Student Placement Information and Personal Details (online form)	
	4	Complete forms related to the International Travel Policy, if the placement is abroad.	
	During Placement		
	1	Complete Induction Checklist from Placement Provider (PL1f) and return to Placement Co-ordinator	
	2	Keep a log of hours	
	3	Report any accidents, incidents or other safety / other concerns to workplace supervisor and Placement Co-ordinator	
	End of Placement		
	1	Provide feedback using Post-placement Review and Feedback Form (PL1g)	
Placement Provider	1	Complete Placement Provider Agreement (PL1a)	
	2	Complete Placement Provider Questionnaire (PL1b)	
	3	Complete induction with student and complete Induction Checklist (PL1f)	
	4	Provide designated work supervisor	
	5	Provide feedback using Post-placement Review and feedback Form (PL1g)	
UWTSD Placement Co-ordinators	1	Review completed Student Placement Information and Personal Details (PL1c), Placement Provider Agreement (PL1a) and Placement Provider Questionnaire (PL1b)	
	2	Assess the suitability of proposed placement (this could include a site visit for higher risk placement locations)	
	3	Complete Risk Assessment (PL1e) using guidance document (PL1d) based on Student Placement Information and Personal Details (PL1c), Placement Provider Agreement (PL1a) and Placement Provider Questionnaire (PL1b) (also forms related to the International Travel Policy, if the placement is abroad).	
	4	Communicate Risk Assessment to student before authorising placement	
	5	Review completed Feedback forms (PL1g)	