

Things to consider for your placement.

Remember, before contacting them – do your homework. The job role undertaken must fulfil the criteria set out by your tutor. For example, in the Counselling Skill and Approaches Module, you may be working with an organisation that provides support and care within the context of mental health and well-being. The choice of setting can vary but must provide an opportunity to continue to develop embedded counselling skills (**not a counselling practice placement**) and contribute to a contextual understanding of organisational mission and practice. Therefore, find out this information via their website beforehand. You must discuss your role with your placement provider. It is too late once you start your placement and realise that all you are doing all day is photocopying and making the tea!

Please ensure that you include these key points in your initial correspondence with potential placement providers.

1. Tell them who you are – Your name, University, Level of study, Course title.
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 20-day/120hrs placement. *To be negotiated with respect to ongoing issues with COVID19*
3. Outline the type of role required (this information is on the slides – i.e., in an online organisation, school, charity, care sector work).
4. Explain that the hours can take place from July to January and that you will negotiate these hours once a placement has been agreed.
5. Ask whether a DBS is required (if in an office environment – probably not; if working with children/vulnerable adults, then yes).
6. Explain that this will not be an assessed placement in that there will be no visits from 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 the letter state that once agreed, they will receive an email from the University to confirm the placement.

Remember!!! It is YOUR responsibility to find and organise your placement. All questions/correspondence must come from you. It is not the role of your tutor to do this!