

Katie Thomas

Nursing Portfolio.

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Introduction.

My name is Katie Thomas and I am currently a student at University of Wales Trinity Saint David in Carmarthen. I am enrolled on the Certificate in Nursing and Health Studies course. I am a full-time nursery assistant in Dechrau Disglair nursery in St Clears.

Throughout my year at UWTSD I have noticed progression within my academic studies. I have gained experience and a wider range of knowledge within research, the human body and management within healthcare sectors.

Within this portfolio my academic and personal progression will be shown throughout the range of evidence that I have provided.

The following is evidence of my academic qualifications, these include my GCSE qualifications that I obtain in 2015 and my A Level qualification that I gained in 2017.

Candidate Statement of Results

Season: (All)

Series: (All)

Name: Katie Sian Thomas

Year: 13

Candidate Number: 4389

Reg. Group: 12/13Y

UCI: 682910124389D

ULN: 7824596698

Exam Results

Season	Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
june 2015	WJEC/GCS	GCSE/FC	4120SA	D & T: Systems an Cash in (Unitised)	B		158				46
june 2015	WJEC/GCS	GCSE/FC	4200SA	English Litera Cash in (UnitiseB			147				46
	WJEC/GCS	GCSE/FC	4230SA	Geography (Spe Cash in (Unitised)	D		118				34
	WJEC/GCS	GCSE/FC	4290SA	Home Econ. (CH Cash in (Unitised)	A		171				52
	AQA	GCSE/FC	4405	Science A (Route 1)	C		272				40
	AQA	GCSE/FC	4408	Additional Science (Route 1)	C		247				40
	WJEC/GCS	GCSE/FC	4440SA	Religious Stud Cash in (UnitisA			160				52
	WJEC/GCS	GCSE/FC	4550SA	Welsh Second L Full Course A* Cash in	A*		183				58
	WJEC/GCS	GCSE/FC	4940SA	English Langua Cash in	B		146				46
	WJEC/GCS	GCSE/B	412101	D & T: Systems & Unit 1 Writti Paper			54	c			
	WJEC/GCS	GCSE/B	412201	D & T: Systems & Controlled Assessment			104	a			
	WJEC/GCS	GCSE/B	420102	English Litera Higher Tier			46	c			
	WJEC/GCS	GCSE/B	420202	English Litera Unit 2A Higher			61	b			
	WJEC/GCS	GCSE/B	420301	English Litera Controlled Assessment			40	a			
	WJEC/GCS	GCSE/B	423101	Geography (A) Foundation Ti			45	d			
	WJEC/GCS	GCSE/B	423201	Geography (A) Foundation Ti			34	e			
	WJEC/GCS	GCSE/B	423301	Geography (A) Controlled Assessment			39	b			
	WJEC/GCS	GCSE/B	429101	Home Econ. (CH Written Pap			61	b			
	WJEC/GCS	GCSE/B	429201	Home Econ. (CH Controlled Assessment			56	a*			
	WJEC/GCS	GCSE/B	429301	Home Econ. (CH Controlled Assessment			54	a*			
	WJEC/GCS	GCSE/B	444101	Religious Stud Christianity			78	b			
	WJEC/GCS	GCSE/B	444501	Religious Stud Christian Philosophy			82	a			
	WJEC/GCS	GCSE/B	455102	Welsh Second L Unit 1 Higher			44	a			
	WJEC/GCS	GCSE/B	455201	Welsh Second L Controlled			45	a*			



TYSTYSGRIF GYFFREDINOL ADDYSG UWCHRADD
GENERAL CERTIFICATE OF SECONDARY EDUCATION

Arholiad Mehefin 2015 June Examination

Hyn sydd i dystio bod
This is to certify that

KATIE SIAN THOMAS

DYFFRYN TAF SCHOOL, WHITLAND

wedi cyrraedd y safonau a nodir yn y pynciau a ganlyn:
obtained the seven results shown in the following subjects:

500/7404/0 CYMRAEG AIL IAITH	=====	WELSH SECOND LANGUAGE	A*(a*)
600/5570/4 ECON. Y CARTREF (DATB. PLENTYN)		HOME ECON. (CHILD DEVELOPMENT)	A(a)
600/5578/9 ASTUDIAETHAU CREFYDDOL		RELIGIOUS STUDIES	A(a)
600/5562/5 D&T:SYSTEMAU A THECH. RHEOLI		D&T:SYSTEMS & CONTROL TECH.	B(b)
600/9686/X LLENYDDIAETH SAESNEG		ENGLISH LITERATURE	B(b)
600/7095/X SAESNEG IAITH		ENGLISH LANGUAGE	B(b)
600/5647/2 DAEARYDDIAETH	=====	GEOGRAPHY	D(d)

J. Magill
CADEIRYDD, CBAC
CHAIR, WJEC

G. E. Pierce
PRIF WEITHREDWR, CBAC
CHIEF EXECUTIVE, WJEC



Llywodraeth Cymru
Welsh Government





TYSTYSGRIF GYFFREDINOL ADDYSG UWCHRADD
GENERAL CERTIFICATE OF SECONDARY EDUCATION

Arholiad Tachwedd 2014 November Examination

*Hyn sydd i dystio bod
This is to certify that*

KATIE SIAN THOMAS

DYFFRYN TAF SCHOOL, WHITLAND

*wedi cyrraedd y safon a nodir yn y pwnc a ganlyn:
obtained the one result shown in the following subject:*

=====

500/8506/2 MATHEMATEG - LLINOL MATHEMATICS - LINEAR C(c)

=====

J. Magill
CADEIRYDD, CBAC
CHAIR, WJEC

G. E. Pierce
PRIF WEITHREDWR, CBAC
CHIEF EXECUTIVE, WJEC



Llywodraeth Cymru
Welsh Government



68291 04389 130899

682910124389D
16/02/15 14005125

The following shows my science qualifications in the summer of 2014. However, after not being satisfied with my final grade I decided to re take this exam. The result of the resit in 2015 is show further down.



General Certificate of Secondary Education

This is to certify that in the examination held in JUNE 2014
KATIE SIAN THOMAS date of birth 13 AUGUST 1999
achieved the following result at
DYFFRYN TAF SCHOOL

FULL COURSE (One (1) Subject)

§ SCIENCE (600/7118/7)

GRADE D(d)

§ denotes where a subject qualification is not regulated by Ofqual. Find more information at aqa.org.uk

CENTRE No./CANDIDATE No. 68291/4389/682910124389D/7824596698

101014170854



A handwritten signature in black ink, appearing to read 'Andrew Hall'.

Andrew Hall
Chief Executive Officer
on behalf of AQA Education

Regulated by



Llywodraeth Cymru
Welsh Government



R03670483

General Certificate of Secondary Education

This is to certify that in the examination held in JUNE 2015

KATIE SIAN THOMAS date of birth 13 AUGUST 1999

achieved the following result at

DYFFRYN TAF SCHOOL

FULL COURSE (Two (2) Subjects)

ADDITIONAL SCIENCE (600/0885/4)

SCIENCE (600/0892/1)

GRADE C(c)

GRADE C(c)

CENTRE No./CANDIDATE No. 68291/4389/682910124389D/7824596698

031015151933




Andrew Hall
Chief Executive Officer
on behalf of AQA Education

Regulated by
Ofqual



005/27400

The following are my A Level results, including my certificate for my Health and Social care grade of Distinction *.

Candidate Statement of Results

Season: (All)

Series: (All)

Name: Katie Sian Thomas

Year: 13

Candidate Number: 4389

Reg. Group: 12/13Y

UCI: 682910124389D

ULN: 7824596698

Exam Results

Season	Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
june 2017	EDEXL/KS	BTEC/SD3	CVH29A	Health and Social Care (Qcf)	D*						270
	WJEC/GCE	GCE/A	334101	Religious Stud A Level Cash-irC			244				0
	WJEC/GCE	GCE/A	338101	Welsh Second L A Level Cash-D			357				0
	WJEC/GCE	WBQ/A	9003Q0	Advanced Welsh Welsh Bacc P Cash-in							0
	WJEC/GCE	WBQ/A	9053Q0	Skills Challenge Cert Adv. CasB			210				240
	WJEC/GCE	GCE/B	134201	Religious Stud RS1/2-Ethics			56	d			
	WJEC/GCE	GCE/B	134806	Religious Stud RS3: ER			56	d			
	WJEC/GCE	GCE/B	134901	Religious Stud RS4: Human Experience			79	b			
	WJEC/GCE	GCE/B	138301	Welsh Second L CA3-Examination			53	d			
	WJEC/GCE	GCE/B	138401	Welsh Second L CA4-Arholiad Llafar			68	b			
	WJEC/GCE	GCE/B	138501	Welsh Second L CA5			43	u			
	WJEC/GCE	GCE/B	138601	Welsh Second L CA6			28	u			
	WJEC/GCE	WBQ/A	9053U2	Enterprise and WB Adv Challenge 1			40	M			
	WJEC/GCE	WBQ/A	9053U3	Welsh Bacc Adv. Global Citizenship			33	M			
Jan 2017	WJEC/GCE	WBQ/A	9053U1	Individual Pro WB Adv Indiv Project			102	M			
	WJEC/GCE	WBQ/A	9053U4	Community Chal WB Adv Challenge 3			35	M			
june 2016	WJEC/GCE	GCE/ASB	234101	Religious Stud AS Cash-in	E		96				75
	WJEC/GCE	GCE/ASB	238101	Welsh Second L AS Cash-in	C		191				105
	WJEC/GCE	GCE/B	134201	Religious Stud RS1/2-Ethics			43	e			
	WJEC/GCE	GCE/B	134601	Religious Stud RS1/2-Eastern Rel.			53	d			
	WJEC/GCE	GCE/B	138101	Welsh Second L CA1-Arholiad Llafar			96	a			
	WJEC/GCE	GCE/B	138201	Welsh Second L CA2-Asesiad Mewnol			69	b			
	WJEC/GCE	GCE/B	138301	Welsh Second L CA3-Examination			26	u			

Notification of Performance

H655793 KATIE SIAN THOMAS

PEARSON BTEC LEVEL 3 SUBSIDIARY DIP (WAS NATIONAL AWARD 60+)
in HEALTH AND SOCIAL CARE (QCF)

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

		CREDIT VALUE		
UNIT REF	TITLE	AT LEVEL		GRADE

YSGOL GYFUN DYFFRYN TAF				
R/600/8939	DEVELOPING EFFECTIVE COMMUNICATION IN HEALTH AND SOCIAL CARE	10.0	3	DISTINCTION
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
L/601/2407	NUTRITION FOR HEALTH AND SOCIAL CARE	10.0	3	DISTINCTION

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

68291 : CVH29 : 13:08:99 : ISSUED 08-JUL-2017 : QN 500/9317/4



S Hague

Sharon Hague
Responsible Officer
Pearson Education Ltd



PQS17 06757486 553

The following are correspondence between myself and Dechrau Disglair nursery in St Clears. These letters show our communications when I applied for the nursery assistant post. Prior to an interview I was then later sent a letter congratulating me on a successful interview, to which I was then offered the job.



Meithrinfa Dechrau Disglair Nursery

Glasfryn School, Station Road, St Clears, Carmarthenshire, SA33 4DF

Telephone: 01994 232844

19th February 2019

Ref: Apprentice Nursery Assistant at Dechrau Disglair - St Clears

Dear Katy,

Thank you for your application for the above post. I am pleased to inform you, that you have been shortlisted for an interview.

I would like to invite you to attend for an interview at the above address on Wednesday 20th February 2019 at 11:30 am.

I look forward to seeing you.

Yours Sincerely

Bec Davies

Nursery Manager



Meithrinfa Dechrau Disglair Nursery

Glasfryn School, Station Road, St Clears, Carmarthenshire, SA33 4DF

Telephone: 01994 232844

20th February 2019

Ref: Apprentice Nursery Assistant at Dechrau Disglair - St Clears

Dear Katy,

Thank you for attending the interview on Wednesday 20th February 2019 at Meithrinfa Dechrau Disglair Nursery. I am pleased to inform you, that you have been successful in your application for the above post. I am looking forward to seeing you in your new role on Monday 25th February 2019.

Yours Sincerely

Bec Davies

Nursery Manager

During the process of applying and interviewing I was provided with a description of my job role. Below is the job specification.



Meithrinfa Dechrau Disglair Nursery

Nursery Assistant

Person Specification

Attributes	Essential	Desirable
Qualifications	NVQ Level 2 or higher in Childcare or equivalent qualification	- Child Protection Training - First aid training
Knowledge & Experience	- A sound knowledge and experience of child development. - A sound knowledge of the National minimum Standards, foundation phase, Birth to Three Matters and the EYFS framework	Knowledge and understanding of Child protection & Equal Opportunities
Skills	- Welsh speaking or a strong willingness to learn. - Passion for working with children and to provide a warm, caring, safe and stimulating environment - An ability to provide high quality activities and childcare, and a learning environment that offers excellent quality care and education through a broad and balanced curriculum - Be able to create activity that will enable the children to develop the skills required for them to flourish at home and later in school - Good written and verbal skills - Willingness to take up necessary training - Able to work independently with little supervision	- High energy levels and enthusiasm - Creativity skills

Reviewed February 2019



Job Description

General Duties of Role:

- Help plan, provide, and take part in activities.
- Take part in special events, outings and visits.
- Encourage parental involvement.
- Listen to, encourage, stimulate and ensure safekeeping of the children
- Attend relevant meetings/courses as directed by the management team.
- Advise the management team of any concerns about a child or equipment
- Keep information about the children, families and staff confidential.
- Act as a keyworker, conducting regular observations, building up developmental records and working in close partnership with the children's parents/carers.
- Awareness and adherence to the nurseries policies and procedures.

Specific Child Care Tasks

1. The preparation and completion of activities to suit the child's stage of development
2. To ensure that mealtimes are a time of pleasant social sharing.
3. Washing and changing children as required
4. Providing comfort and warmth to all children.
5. Providing conscientious and effective supervision of the children
6. To interact and engage with the children

Once I received this job specification, I began to become more eager to start the role. As stated above the job role includes an essential knowledge of child development. My knowledge in child development has grown from my work within GCSE childcare. I thrived in this subject, and this is evident by my final grades that I obtained. I prided myself in having a wide range of knowledge of child development, as well as the key aspects needed to do well within a nursery setting.

My willingness to speak Welsh towards the children in the nursery has also come from my high standard of work throughout my GCSE years and my A level years. Using Welsh and English within a nursery helps the children to gain a better knowledge of different languages and cultures.

Before commencing my new job, I had to undergo a DBS check. When applying for this job I knew I would be using it to complete my work placement for UWTSD, so completing my DBS check was an essential aspect. It is essential that anyone who wishes to work with children has the appropriate checks, this procedure identifies and rejects people who might want to abuse children (University of Bristol, 2018).

The following is evidence of successful DBS check, personal details, such as addresses and date of birth have been blacked out for confidentiality reasons.

 Enhanced Certificate Page 1 of 2		 Disclosure & Barring Service
DBS Fee Charged	Certificate Number [REDACTED]	
	Date of Issue:	25 AUGUST 2018
Applicant Personal Details		Employment Details
Surname:	THOMAS	Position applied for:
Forename(s):	KATIE SIAN	CHILD AND ADULT WORKFORCE STUDENT PLACEMENT
Other Names:	NONE DECLARED	Name of Employer:
Date of Birth:	[REDACTED]	UWTSD
Place of Birth:	CARMARTHEN	Countersignatory Details
Gender:	FEMALE	Registered Person/Body:
		UWTSD
		Countersignatory:
		CAROL DAVIES
Police Records of Convictions, Cautions, Reprimands and Warnings NONE RECORDED		
Information from the list held under Section 142 of the Education Act 2002 NONE RECORDED		
DBS Children's Barred List information NONE RECORDED		
DBS Adults' Barred List information NONE RECORDED		
Other relevant information disclosed at the Chief Police Officer(s) discretion NONE RECORDED		
Enhanced Certificate This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.		
THIS CERTIFICATE IS NOT EVIDENCE OF IDENTITY  Disclosure and Barring Service, PO Box 165, Liverpool, L69 3JD Helpline: 03000 200 190		Continued on page 2 © Crown Copyright

Whilst commencing my new job role, I had to complete online courses. These included, a food safety course, food allergy training and dental hygiene training. The following is evidence of my successful completion of said training courses. Appropriate training in food hygiene must be provided for all people working in a food business (Trickett, 1992).





This is to certify that
Katie Thomas

completed the
Food Allergy Online Training

on

01/03/2019

Course Administrator for the
Food Standards Agency

**This course module attracts 3 hours
Continuing Professional Development**

A course organised by the Food Standards Agency

This is to certify that
Hyn sydd i dystio bod

Katie Thomas

has attended training in
wedi mynychu hyfforddiant mewn

Cross Infection Procedures and Dental Health Education

Triniaethau Trawsheintio ac
Addysg Iechyd Deintyddol

Signed
Llofnodwyd

Helen Edwards

Dental Health Educator | Addysgwr Iechyd Deintyddol
Designed to Smile | Cynllun Gwên



NHS
WALLES
GIG
CYMRU



SMILE53



The following forms are signed and completed copies of the work place practice forms that were needed to commence and complete the work placement I was carrying out a Dechrau Disglair nursery. These forms include placement agreement, a health and safety questionnaire, a risk assessment, student agreement, student induction checklist and a review and feedback form.

APPENDIX PL1A



Prifysgol Cymru
Y Drindod Dewi Sant

University of Wales
Trinity Saint David

PLACEMENT PROVIDER AGREEMENT

PLACEMENT PROVIDER CONTACT

INFORMATION

Name of organisation:	DECHRAU DISGLAIR NURSERY
Placement Site Address:	CLASFRYN SCHOOL, STATION ROAD SA33 4DF ST CLEARS.
Workplace Supervisor Name (or other provider contact):	EMMA THOMAS 01994 232844. BEC DAVIES.
Workplace Supervisor (or contact) Position:	MANAGER OWNER.
Telephone:	01994 232844
E-mail:	dechrau.dsglair@hotmail.co.uk.

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

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

STUDENT AND PLACEMENT DETAILS

Name of student(s):	KATIE THOMAS.		
Start Date:	25 / 2 / 19	End date:	on going.
Duration of Placement:	N/A (60 hours)	Normal Working Hours:	28.5 per week
Outline of Placement Activity/Duties:	Nursery assistant.		

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

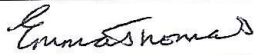


Tania Davies

Placement Coordinator

PLACEMENT PROVIDER AGREEMENT

I confirm that I accept the responsibilities as detailed above.

Signed:	
Name in block capitals:	EMMA THOMAS
Position:	DIRECTOR (OWNER)
Date:	15/4/19



PLACEMENT PROVIDER HEALTH AND SAFETY QUESTIONNAIRE

Name of provider's organisation:	DECHRAU DISGLAIR NURSERY		
Placement Site Address:	GLASFryn SCHOOL, STATION ROAD, ST CLEARS, SA33 4DF		
Workplace Supervisor Name (or other provider contact):	EMMA THOMAS BEC DAVIES.		
Workplace Supervisor (or contact) Position:	OWNER MANAGER.		
Telephone:	01994 232844		
E-mail:	dechrau.disglair@hotmail.co.uk		
Name of student(s):	Katie Thomas		
Duration of Placement:	60 hours	Start Date:	25/2/19

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: rania.davies@uwtsd.ac.uk

August 2015

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 Registration number: W130000361 Last assessment date: 27 + 28 th November 2017		//
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?	✓	N/A
	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?	✓	N/A
	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?	✓	

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: EMMA THOMAS		
		Position: DIRECTOR		

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:	<i>Emma Thomas</i>		
Name in block capitals:	EMMA THOMAS		
Position:	DIRECTOR	Date:	15/4/19

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

PLACEMENT RISK ASSESSMENT

Placement Provider	Student (or student group if risk factors the same)	Start Date	End Date
Company: DECHRAU DISCLAIR NURSERY. Location: ST CLEARS	KATIE THOMAS	25/2/19	on going.
General Control Measures	Yes / No	Actions Necessary?	Action Completed
Has the student received sufficient briefing?	Yes / No		
Has the student submitted a signed PL1C Student Placement Agreement?	Yes / No		
Has the placement provider returned a signed PL1A Placement Provider Agreement and PV1B Health and Safety Questionnaire?	Yes / No		
Has this provider been used before and been reviewed?	Yes / No		
If yes, do any concerns remain unresolved?	Yes / No		
Risk Profiling & Further Actions Required	Risk Profile High, Med, Low	Actions Necessary?	Action Completed
Individual Student Factors - Skills, abilities, pre-existing medical conditions, disability, etc.	MEDIUM	STUDENT HAS DECLARED ALLERGY	YES.
Work Factors - Risks associated with student's expected work activities.	LOW.		
Location and/or Region - Crime, civil disorder, remote working, etc.	LOW		
Insurance limitations - Provider has adequate insurance in place to cover student on placement.	LOW		
General / Environmental Health Factors - Very hot or cold working conditions, inoculations required, etc	LOW		
Travel & Transportation - Commuting to/from work & driving for work purposes.	LOW		
Safeguarding - Work with children or vulnerable adults.	LOW.		
Conclusion	Yes / No	Action Necessary?	Action Completed
Is a site safety visit required before placement is approved?	Yes / No		
Are risks acceptable / tolerable such that the placement can be approved?	Yes / No	NO RISKS APPLICABLE.	YES

PLACEMENT APPROVAL

I approve this placement.

Signed:			
Name in block capitals:	TANIA DAVIES		
Position:	PROGRAMME DIRECTOR	Date:	15/4/19.

STUDENT PLACEMENT AGREEMENT

STUDENT CONTACT INFORMATION

Student Name:	KATIE THOMAS	Student number:	1805356
Mobile Telephone:	07813771228		
University e-mail:	1805356@student.uwtsd.ac.uk		
Personal e-mail:	Katie.sian@hotmail.co.uk.		
Emergency contact and relationship:	ANDREA THOMAS MOTHER.	Tel:	07971594489

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):		
MEDDYGFA TAF 01994 240195. NORTH ROAD WHITLAND SA34 0AU.		

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:	25 / 2 / 19	End date:	on going
Duration of Placement:	60 hours	Normal Working Hours:	28.5 per week.
Outline of Placement Activity/Duties:	NURSERY ASSISTANT.		
Outline of Placement learning/assessment focus:	LEARN CHILDRENS ROUTINES. BUILD BOND WITH CHILDREN.		
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

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:	KATLE THOMAS
Programme of study:	NURSING AND HEALTH STUDIES.
Date:	12/4/19

STUDENT PLACEMENT INDUCTION CHECKLIST

Student Name:	KATIE THOMAS.
Name of Placement Provider organisation:	DECHRAU DISCLAIR NURSERY.
Placement Site Address:	GLASFRYN SCHOOL, STATION ROAD, ST CLAIRS. SA33 4DF.

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		✓	25/2
2. Location of welfare facilities (e.g. toilets, kitchen, rest room, showers, etc.)		✓	25/2
3. Emergency procedures		✓	25/2
4. Copy of safety policy received or location known		✓	25/2
5. Location of first aid facilities and contact for first aiders		✓	25/2
6. Fire procedures and location of fire-fighting equipment		✓	25/2
7. Accident/incident reporting and location of accident book		✓	25/2
8. Use/control measures for hazardous substances in the workplace (e.g. COSHH) – if applicable		✓	25/2
9. Display Screen Equipment Regulations and associated procedures – if applicable		✓	25/2
10. Manual handling procedures – if applicable		✓	25/2
11. Protective clothing/equipment arrangements – if applicable		✓	25/2
12. Instruction on equipment you will be using (list equipment)		✓	25/2
13. Specific training for tasks to be undertaken		✓	25/2
14. Specific information relating to risk assessments covering tasks to be undertaken		✓	25/2
15. Location of health and safety information and advice		✓	25/2
16. Specific disability related induction issues		✓	25/2
17. Other issues covered/to be covered please state:		✓	25/2

PLACEMENT PROVIDER CONFIRMATION

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

Signed:	<i>Emma Thomas</i>		
Print Name:	EMMA THOMAS		
Position:	DIRECTOR (OWNER)	Date:	15/4/19

STUDENT CONFIRMATION

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

Signed:			
Print Name:	KATIE THOMAS		
Position:	NURSERY ASSISTANT	Date:	12/4/19

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: tanja.davies@uwtsd.ac.uk

For office use only

PLACEMENT COORDINATOR RECEIPT

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

POST-PLACEMENT REVIEW AND FEEDBACK

Dear Participant

Many thanks for your involvement in the work placement. I hope that the experience was a valuable and rewarding one, whether you were a Placement Provider, Student or Placement Tutor. The University of Wales Trinity Saint David reviews the provision annually for enhancement purposes and so we would be pleased to hear your feedback on any aspect of the placement.

If you wish to participate, please use this form to record your views. I'd be grateful if you would return the form either in person, by postal mail or email to the contact details below.

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

Name of provider's organisation:	Dechrau Disglair Nursery.
Name of student:	Katie Thomas
What were the positive aspects?	
Katie is a well organised member of our team. She has settled very well within her job role as a nursery assistant. We are very happy with her progress.	
Were there any problems?	
	

APPENDIX PL1G

Do you have any recommendations for enhancement for the future?			
Katie could be abit more vocale when providing input and feedback - however we understand that this comes with nerves of starting a new job.			
Signed:	Emma Thomas		
Name in block capitals:	EMMA THOMAS		
Position (please tick one):	☒ Placement Provider ☐ Student ☐ Placement Tutor	Date:	15/4/19

Thank you for completing this questionnaire. Please return it as soon as possible to the Placement Coordinator.

In completion to 60 hours of placement needed, the following is evidence of this. A total of 181.25 hours was completed. However, as this is an ongoing job, it was inevitable that I was going to exceed 60 hours of placement. The following are pay slips which show hours work. For confidentiality, figures referring to money have been removed.

Dechrau Disglair					
23	Thomas, Katie	1185LW1/M	PE783623D	NONE	
12	31/03/2019				
Basic Monthly	[REDACTED]	65.00	£	[REDACTED]	
		383.50			0.00
YTD Gross	[REDACTED]	YTD Pension	0.00	Gross Pay	[REDACTED]
YTD Taxable	[REDACTED]	YTD Savings	0.00	Taxable Pay	[REDACTED]
YTD Tax	0.00	YTD NI	0.00	Niable Pay	[REDACTED]
Dechrau Disglair					
23	Thomas, Katie	C1250L	PE783623D	NONE	
1	30/04/2019				
Basic Monthly	[REDACTED]	30.50	£	[REDACTED]	
Basic Monthly -	[REDACTED]	85.75	£	[REDACTED]	
		[REDACTED]			0.00
YTD Gross	[REDACTED]	YTD Pension	0.00	Gross Pay	[REDACTED]
YTD Taxable	[REDACTED]	YTD Savings	0.00	Taxable Pay	[REDACTED]
YTD Tax	[REDACTED]	YTD NI	0.00	Niable Pay	[REDACTED]

Documenting my work placement.

14th March 2019.

Today I was working within the baby room. My normal working day starts at 8am to 6pm. The morning began by reading the written communications book that states how the day before had panned out. For example, if there were any incidents with the children or any information that needed to be passed on for the next day. Information on accidents, incidents and ill health can be used as an aid to risk assessments, helping to develop ways to avoid potential risks (Health and Safety Executive, 2019). Once I was up to date on the information that was provided, I then began to set out the morning breakfast routine. We sterilise all beakers and bottles that were used the day before after use, so that they are clean and ready for use the next day. We ensure that all our breakfast items are stored properly, to the guidelines of the food safety act. If guidelines aren't followed then food can start to grow bacteria. The moist conditions with storing food at room temperature favour the survival and growth of bacteria (Kotzekidou, 2016). After breakfast at around 9.30 am it is time to change the children's nappies. It is essential that nappies are changed every 4 hours, with regular checks throughout the day to check for soiled or wet nappies that need to be changed (Macqueen, Bruce and Gibson, 2012). Each nappy change is documented at the time to keep record of changes. During nappy changes I had to wear a disposable apron and gloves to avoid contamination. Hand washing after wearing gloves is also essential to avoid any growth of bacteria. Wearing gloves creates a moist, warm, nutrient rich environment for bacteria to grow and multiply (Allen, 2005).

Katie Thomas

13/08/1999

16 Maes Abaty.

Whitland

Carmarthenshire

SA34 0HQ

Mobile – 07813 771228

Home – 01994 240072

Email – katie.sian@hotmail.co.uk

Personal Profile

In 2017 I completed my AS levels at Ysgol Dyffryn Taf. I performed well in Welsh, Religious Education and Health and Social care. I also performed very well within my GCSE's.

I am very punctual; I use my time to the best of my ability, and I don't let a task get the better of me. I am determined to do well with my career choices as I try to use my strengths to excel in a task. My ability to help others comes from my extra work within school. During my time in school I was a peer mentor to the first-year students, which enabled me to utilise my ability to show compassion, empathy and an understanding of the difficult situations these students face. I was able to understand people's needs without prejudice as I came across many different people in contrasting situations. I have learnt to practice active listening in allowing individuals to off load their concerns and worries and assisted in providing emotional and practical support when working through these situations. These skills will assist me in excelling within my further jobs, ensuring I always act in people's best interests and relay their concerns to other members of the team if they feel unable to do so themselves.

I am a very hard-working person who would give any task a go. I am a very down to earth person, I am

trustworthy and reliable. When set a task I am willing to go out of my way to ensure I complete it. I can adapt easily and quickly to any working environment.

Education

Throughout my years of education, I have attended Whitland Primary school and Ysgol Dyffryn Taf.

Subjects studied

Within my GCSE's I gained an A*, 2 As, 3Bs, 3Cs and 1D. My A* was gained in Welsh second language. Both As in Religious Studies, and Child Development. My 3Bs were in DT, English Language, and English Literature. 3Cs were obtained in Core Science, Additional Science, and Maths.

Within my A Levels I gained a Distinction*, B, C, and a D. My Distinction* was obtained in Health and social care, where I learnt the importance of communication skills and the health and safety regulations within a care environment. My B grade was in Welsh Baccalaureate, this subject allowed me to expand my knowledge and skills throughout many different tasks. My C grade was achieved in Religious Studies. And finally my D grade was in Welsh Second Language.

Work Experience

For my work experience during my time at school, I attended Dechrau Disglair Nursery, where I was a nursery assistant. I was able to display that I am of a kind and caring nature when tending to young children and their families. Communicating to both the child and their families is a vital component within this field. I feel that these basic attributes are something that I can demonstrate effectively.

Employment

Throughout my years at Dyffryn Taf I have obtained numerous jobs that I believe have helped me further my intellectual knowledge and understanding of many skills. For example, throughout the course of summer 2015 I worked at JabaJacks Restaurant and B&B. Here, I was mainly waiting staff and occasionally a front house member. A few of the many skills I learned here was how important

keeping to a tight schedule was. Whilst working at JabaJacks I waited many tables at several weddings that were booked. I believe this enabled me to develop my time keeping skills which have now become key skills within my education.

During 2016, I was also a member of the Kookaba waiting staff in Saundersfoot, here, yet again keeping to a schedule was key, however it was at the Kookaba which I felt a better understanding of my group work was obtained. As the Kookaba have many bookings throughout the summer time, they need roughly 6 members of staff, 2 front of house and 4 waiting staff. I believe it was here that I strengthened my group work skills and understood the importance of communication and team work.

During 2017 to Early 2019, I worked as office admin and registrations co-ordinator at Mason Bros in Narberth. This machinery company is one of many Doosan machine dealers within the UK. I work within a highly skilled group of individuals who deal with the purchase and selling of plant machinery. Here I have added to my range of skills, for example, working within a team is a vital aspect of this job. Time keeping is also key, as I must register new machines to customers within a certain time frame. My organisation skills have been developed also, as I must prioritise my workload to ensure I complete work to the best of my ability.

Skills

I believe I excel in organisation skills; I keep a regular diary that helps me to keep on track with my essays and assignments within school and my day to day life. I believe I am confident within my work as I produce it to the best of my ability and If I believe something is not done correctly then I will spend extra time going over my work until I am pleased with it.

I play outdoor bowls for Whitland Ladies, West Wales Ladies County and Wales under 25's team. I also play indoor bowls for Heatherton. I am pleased to say I was part of the Triples team that won the Welsh under 18's Triples and I was a finalist in the indoor Welsh under 25's singles. I was also part of the team that won a Bronze medal in the U18s mixed Triples in Scotland in 2013. I have won the outdoor Welsh U25s singles, which is the biggest competition in Wales for the Women. I then went on to represent Wales in the British Isles Championships, to which I was runner up. In 2018, I won the Welsh under 25s pairs and will go on to represent Wales in the British Isles again. I have met many friends and travelled to lots of different places with bowls and I believe it has given me

confidence to work on my own and as part of a team, and also being able to maintain a high level of concentration.

Being involved with a team at such a high level has required me to work alongside many differing personalities and characters, and I pride myself on my ability to work well and communicate effectively with others under times of stress and high pressure. I first played for Wales at the age of 13 and throughout my time in the team I have grown to appreciate the importance of working together to achieve a common goal. Competing for this period of time demonstrates my level of commitment to my interests and I intend to mirror this commitment within my work.

Personal Statement.

My initial interest in nursery care has grown from witnessing first-hand the dedication, care and commitment needed to excel within this profession. I believe I am well suited to the role as during my time as a nursery assistant for work experience, I was able to display that I am of a kind and caring nature when tending to young children and their families. Communicating to both patients and their families is a vital component within this field. I feel that these basic attributes are key to enhancing an individual's quality of care during what can often be very emotional and stressful circumstances.

During my time in school I was a peer mentor to the first-year students, which enabled me to utilise my ability to show compassion, empathy and an understanding of the difficult situations these students face. I was able to understand people's needs without prejudice as I came across many different individuals in contrasting situations. I have learnt to practice active listening in allowing individuals to off load their concerns and worries and assisted in providing emotional and practical support when working through these situations. These skills will assist me in acting as an advocate for the individuals in my care, ensuring I always act in their best interests and relay their concerns to other members of the team if they feel unable to do so themselves.

To facilitate this, and integral to the role of nursery care is an ability to demonstrate excellent communication skills, an attribute which I feel I utilise daily. I appreciate that this is something which healthcare professionals heavily rely on, as it forms part of their everyday responsibilities when providing individuals with information at a level, they can understand in order to make informed choices about the care they receive. Treating people with dignity, respect and giving them the opportunity to contribute towards their plan of care is key to ensuring a holistic approach to care.

I am currently enrolled on the Certificate in nursing and health course at The University of Wales Trinity Saint David. I have gained a wide range of knowledge of the anatomy and physiology aspect and have expanded my understanding of the key features of the human body and how they interlink. I look forward to developing and enhancing my current skills whilst undertaking a healthcare placement during my time at university.

As well as being able to communicate with patients and their families, it is of equal importance to be able to utilise these skills when working within the multidisciplinary team to ensure the person-centred approach to care. This is something I have built upon during my time as a peer mentor, but also through my extracurricular interests which include representing my national team in outdoor bowls, as well as becoming British Isles triples champion and Welsh Singles Champion. Being involved with a team at such a high level has required me to work alongside many differing personalities and characters, and I pride myself on my ability to work well and communicate effectively with others under times of stress and high pressure. I first played for Wales at the age of 13 and throughout my time in the team I have grown to appreciate the importance of working together to achieve a common goal. Competing for this period of time demonstrates my level of commitment to my interests and I intend to mirror this commitment within my workplace.

I am under no illusion that the role of a nursery assistant can often involve a high workload and prioritisation, this is a challenge which I welcome. This career requires staff to be trustworthy, dedicated and passionate about the role and I believe I possess all these key characteristics in order to excel within my place of work.

Below is an email I received from Swansea university, offering me an interview for a place on the Adult Nursing Degree in Carmarthen Campus. After a long consideration I decided to withdraw my application. The decision for this did not come easily as I had put a lot of work in throughout the last few years, however my decision is based mainly on personal growth and timing. I hope to return to my studies in the future.

Personal details have been removed for confidently reasons.

Interview Invitation from Swansea University



chhsadmissions@swansea.ac.uk <chhsadmissions@swansea.ac.uk>

08/02/2019 10:00



[REDACTED]

PLEASE NOTE - YOU MUST CONFIRM ATTENDANCE BY COMPLETING THE "REPLY" SECTION BELOW AND REPLYING TO THIS E-MAIL

Your UCAS Personal ID number: 1272035709 /B740

Miss Katie Thomas

[REDACTED]

Dear Katie

Thank you for applying for a place on the Adult Nursing (Carmarthen Campus), BSc (Hons) programme at the College of Human and Health Sciences, Swansea University. I am pleased to be able to inform you that you have been shortlisted to attend a selection event as follows:

VENUE: College of Human and Health Sciences, Block 3, St. David's Park, Carmarthen, SA31 3HB

DATE: Wednesday, 13 February 2019

TIME: 9:30 am

References.

Allen, G. (2005). Hand hygiene, an essential process in the OR. AORN 82 (4), 561-562.

Health and Safety Executive. (2019). Reporting accidents, incidents and diseases. Available at:
<http://www.hse.gov.uk/toolbox/managing/reporting.htm>

Kotzekidou, P. (2016). Food Hygiene and Toxicology in Ready-to-Eat Foods. Academic Press.

Macqueen, S. Bruce, E. and Gibson, F. The Great Ormond Street Hospital Manual of Children's Nursing Practices. United Kingdom. John Wiley & Sons.

Trickett, J. (1992). Food Hygiene for Food Handlers. Macmillan International Higher Education. London.

University of Bristol, School of Education. (2018). Child protection in education: An extract from the Handbook for Education Professionals: The Bristol Guide 2018/19. Policy Press. United Kingdom.