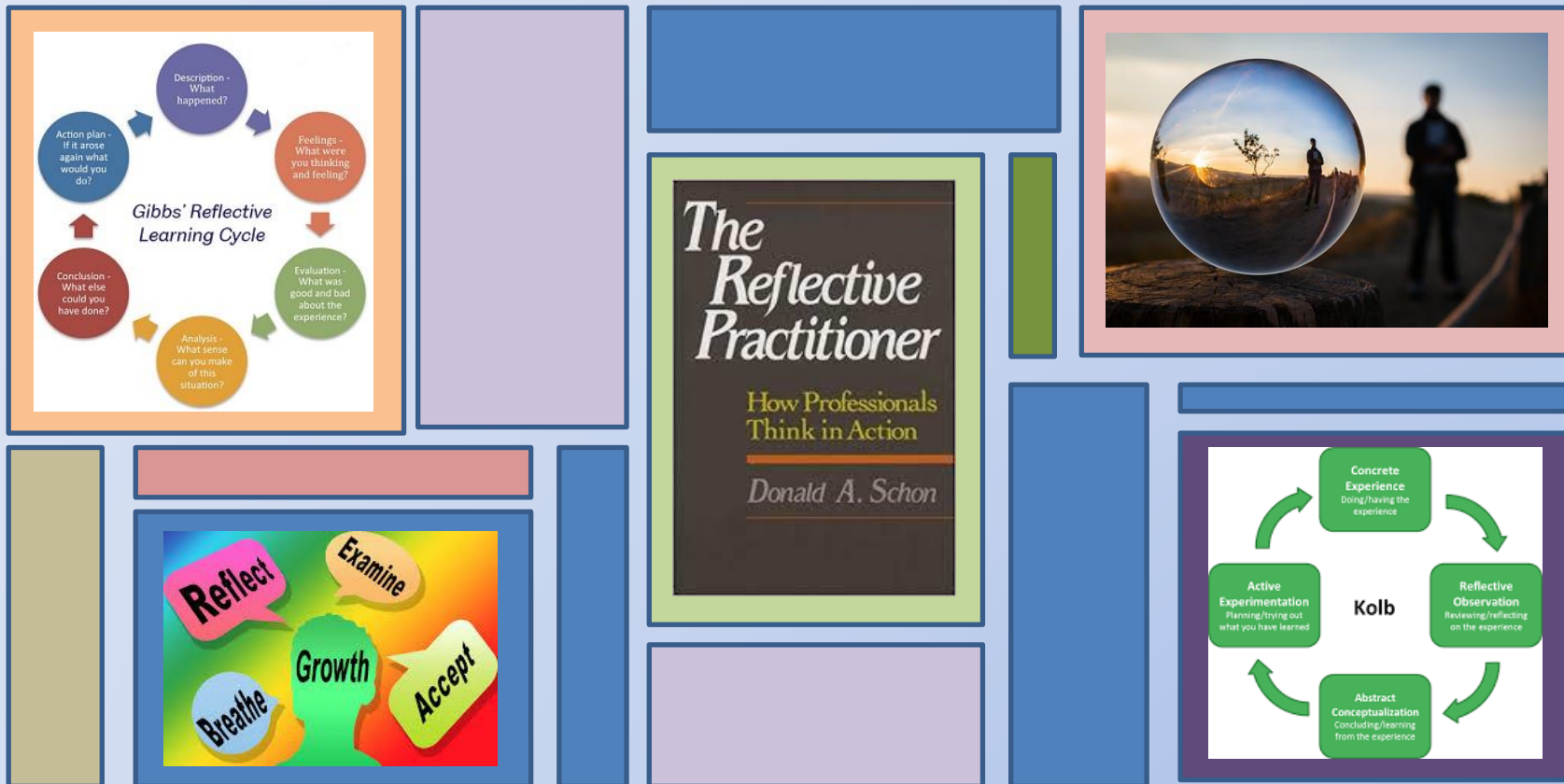




ECSO5004 Reflective Practice: Maintaining Professional Standards

Theme 1: Preparing for Your Placement

Placement

- In order to give yourself an opportunity to successfully complete a reflective journal you **must** have some experiences on which to reflect!
- We will now take some time to discuss what we mean by a placement and some of the practical considerations

What counts as a Placement?

- If you have paid employment in a related sector then you can use this as your 'placement'.
- If you are already volunteering then you can use this as your 'placement'.
- We will be as flexible as possible whilst still ensuring that your experience will give you sufficient material for your Reflective Account.
- A placement can be 'virtual'

Placement

- Each student will undertake a minimum of **10** placement hours. These hours will be additional to your online learning and tutorials.
- They can be completed as whole days or in shorter periods of time. **Each student will find their own placements**, however, only after talking through your choice(s) with me.
- ***Placements*** can not begin until all the paperwork is completed. (N.B. we will look at the paperwork a little later in this Theme)

Volunteering

- In some cases it would be ideal to do long term volunteering
- This is more authentic and gives you a better idea of the demands
- Could give you a research base for your dissertations
- Having volunteering experience improves your employability (Ellis Paine *et al*, 2013)

Any questions?



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On placement, you will.....

- Observe and experience
- Undertake tasks as guided by your placement provider
- Learn about the organisation you are placed with
- Take notes about your experience to inform your reflective account (N.B. we will look at this in more detail in the coming weeks).

Conduct during placement

- Basic guidelines which will ensure that you, service users and staff stay safe and happy in your placement.
- Remember, you are representatives of the University Of Wales Trinity Saint David
- These guidelines will help you to maintain your ‘professional identity’

You should.....

- Adhere to strict confidentiality, keep all notes void of any information which could identify individuals or the organisation.
- Keep your diary safe. For a paper diary this means not to leave it around, or in your car overnight. For electronic diaries, please add a password protection.
- Introduce yourself and the purpose of you being there to everybody you come across during placement.
- Be thoughtful, cheerful, and leave your problems at home.
- Let placement providers and lecturer know if you are ill.
- Talk to them if there are any issues or questions about your placement.
- Talk to me if there are issues which you are unable to resolve with the placement provider.
- Give a copy of your placement learning agreements to your placement provider.
- Ask before taking any notes.

You should not.....

- Add anyone you get to know on your placement to your social media accounts.
- Put statuses about your placements on social media.
- Be on your own with service users.
- Get involved in any manual handling or personal care of service users.
- Give too much personal information about yourselves during your placement.
- Take any photos whilst on placement.
- Use the organisation's or any individual's names.



Your Placement – First Thoughts

Take a few moments to think about your placement and consider the following questions;

- *Who do I want to work with? (client group)*
- *Why do I want to work with them?*
- *What do I hope to get from my placement?*

Discuss your thoughts with the others on your table.

Record your thoughts on the Guided Activity Sheet



What paperwork is involved?

- Placement Planner – this will help you and me to keep track of your plans and wishes, and will be useful to help us find you the best possible placement. 
- Information for Placement Providers – this will help the provider to understand the purpose of the placement (even if they are your employer!). 
- PL1A: Provider Agreement Form – You **must** provide your Tutor with a signed copy of this form. Your assignment will not be valid without it. 

What paperwork is involved?

- PL1C: Student Placement Agreement - You **must** provide your Tutor with a signed copy of this form. Your assignment will not be valid without it. 
- PL1D: Placement Risk Assessment Guidance- 
- PL1E – Placement Risk Assessment – You **must** complete this with your Placement Coordinator/Tutor in a Placement Tutorial. 
- PL1F – Induction Checklist – You and your Placement Provider **must** complete this and return it to your Tutor within one week of the placement beginning. 

What paperwork is involved?

- PL1G – Placement Review and Feedback – this will allow us to improve our placement planning for future years
- PL1J – Guidance on completing PL1K Student Personal Health Risk Assessment
- PL1K – Student Personal Health Risk Assessment - You **must** complete this with your Placement Coordinator/Tutor in a Placement Tutorial.



Important Message

- This Module runs over the whole of Semester 2 but do not fall into the trap of thinking you have plenty of time
- Students have **failed** modules with a placement requirement because they left it too late to arrange their placement and therefore had nothing to base their Assignment on

Placement Planning:

- Location?
- Near home or near university?
- Setting?
- Voluntary (third) sector or public body?
- Education? Social Care? Formal, informal?
- Service User Group?
- Children, young people, adults, families, older people?

The Possibilities are endless, but..

- There are some which have proven not to work:
- Police: definitely not
- Prisons: definitely not
- Social Care Teams (particularly child protection)
- Pupil Referral Units
- NHS placements: the paperwork takes too long
- Due to the formal nature of their work, they are extremely reluctant to take on students.
- However, you might know someone who works in one of the above and that might help.

Steps to take before placement:

1. Fill in your planner
2. Discuss with me (over the next few weeks, or by email)
3. Contact the organisation(s)
4. If they will provide a placement make appointment and take the placement agreement forms signed, plus FAQ sheet.
5. Fill in placement forms and any organisational paperwork. Your Tutor needs a copy of them all before you can start. The organisation may want additional paperwork filled in.
6. Before you start, do some background research about your organisation
7. Then you are ready to go.

Things to clarify with the provider

- What are you expected to do?
- What mustn't you do?
- Why you are there.
- When can you take notes?
- Some staff may perceive your presence as a threat.



It is important to counteract any negative perceptions with charm, transparency, and professionalism.

Placement Questions?



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References

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[http://epapers.bham.ac.uk/1797/1/WP100_Volunteering_and_employability - Ellis Paine%2C McKay%2C Moro July 2013.pdf](http://epapers.bham.ac.uk/1797/1/WP100_Volunteering_and_employability_-_Ellis_Paine%2C_McKay%2C_Moro_July_2013.pdf) [Accessed 28/01/2022]

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