Pre -placement informal meeting

After receiving a student Personal Application Form (PAF), Practice Educators will need to read the contents and then contact the student to arrange an informal meeting. It is suggested these meetings take place face-to-face, to maintain a more personalised approach. The informal meeting is an opportunity for the Practice Educator and student to meet, find out more about each other, and ask questions, before agreeing to proceed with a placement. Below are a few points to consider and discuss, these suggestions are not intended to be exhaustive and should be tailored to individual circumstances.

* Your background and social work experience.
* The students background, prior learning, experience, learning needs and expectations.
* The teams’ role and function as well as team cultures and expectations.
* Learning opportunities available with consideration of Professional Capabilities Framework (PCF).
* Practical arrangements e.g., availability of desk, phone, and computer.
* Time keeping, your expectations of arrival and departure - does the student have different expectations.
* Student’s personal needs e.g., caring responsibilities that might impact upon the placement, any conflict of interests, disability, and health needs.
* Your expectations of the placement, including dress code, boundaries, confidentiality, mobile phones, and use of social media etc.
* What supervision would look like.
* Concerns, questions, issues you or the student might have.

Outcome of the informal meeting would either include:

1. Acceptance to proceed with placement by both Practice Educator and Student. The student would then arrange the learning agreement meeting between themselves, the PE and University tutor.
2. Decision that it is not suitable for the placement to go ahead including rationale.

Update the workforce team of the outcome.