**PLACEMENT LEARNING AGREEMENT (PLA)**

**This document should be used in preparation for, and during, the PLA meeting**

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| For ***Leeds Beckett University*** students, the completed and signed PLA must be uploaded to Pebblepad within four weeks of starting placementFor ***University of Leeds*** students, the completed and signed PLA must be submitted to the Practice Placement Unit within two weeks following the date of the PLA meeting. |

1. **STUDENT & SUPERVISORY INFORMATION**

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| **STUDENT** |
| Programme | BA |  |
| MA |  |
| Placement | First (70 days) |  |
| Final (100 days) |  |
| University | Leeds Beckett |  |
| University of Leeds |  |
| Full Name |  |
| Contact / Mobile Number  |  |
| Email (University) |  |
| **UNIVERSITY TUTOR** |
| Full Name |  |
| Contact / Mobile Number |  |
| Email |  |
| **PLACEMENT SETTING** |
| Local Authority | Leeds Adult |  | Leeds Child |  |
| Wakefield Adult |  | Wakefield Child |  |
| Team Name |  |
| Placement Address with Postcode |  |
| Address of any other office / team that the student will be based with which is different to the above. |  |
| **PRACTICE EDUCATOR(S)** |
| Practice Educator Stage 1 or Stage 2 |  |
| Contact / Mobile Number  |  |
| Email |  |
| Practice Educator Stage 2 Mentor (where applicable) |  |
| Contact / Mobile Number |  |
| Email |  |
| Manager’s Name |  |
| Contact / Mobile Number |  |
| Email |  |
| **BACK-UP Arrangements** |
| Arrangements if the PE1 or PE2 is away / off sick for a prolonged period |  |
| If the University Tutor is away for a prolonged period, cover will be arranged by:***Leeds Beckett University*** – BA Melanie Watts melanie.watts@leedsbeckett.ac.uk / MA Lee Sobo-Allen L.S.Sobo-Allen@leedsbeckett.ac.uk ***University of Leeds*** – Iain Moody (BA) i.j.moody@leeds.ac.uk or David Saltiel (MA) d.saltiel@leeds.ac.uk |

1. **DAYS, DATES and AVAILABILITY**

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| **PRACTICE LEARNING DATES** |
| Complete relevant days for your practice learning opportunity  |
| **BA2 and MA1 (**70 days**)****BA3 and MA2** (100 days) | From |  |
| To |  |
| **OTHER DATES** |
| Dates students required to be in university |  |
| Student Holidays (Leeds Beckett University – 5 days)(University of Leeds – 10 days) |  |
| Agency Holidays |  |
| PE1 or PE2 holidays and / or availability |  |
| PE2 Mentor (where applicable) holidays and / or availability |  |
| Tutor holidays and / or availability |  |

1. **INDIVIDUAL LEARNING NEEDS**

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| **FAIR ASSESSMENT** |
| Every effort should be made to ensure that each student has an equal learning opportunity. Whilst power dynamics are unavoidable, it is the PE’s responsibility to work with the student in a fair and open way, providing timely, constructive feedback throughout the placement; just as it is the student’s responsibility to work with the service user in an open and honest way that both respects and values the service user. PE should be aware of the similarities and differences with their student, and provide a personalised and safe learning environment. Differences in opinion should be aired and negotiated as appropriate. |
| **OTHER REQUIREMENTS** |
| Please note below any other requirements relating to the student which have not been covered in the discussion of equal opportunities above. |
| **Disability / Special Educational Needs and Disability Act 2001 requirements Reasonable Adjustment Plan**. If you have a RAP please detail the requirements below. Failure to disclose a disability that requires reasonable adjustments to be made in order to access the placement fully may limit the support available and the student’s ability to participate fully in the placement. |
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| Health issues and any related requirements |
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| Personal or exceptional caring needs which may be taken into account |
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1. **TRANSPORT ARRANGEMENTS**

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| *Please indicate with a cross which method of transport the student will be using on placement.*  |
| Car |  | Bicycle |  | Public transport |  | Other (specify) |  |
| Does the agency contribute to the student’s travel expenses? |  |
| **CAR INSURANCE****If the student has indicated that they will be using their own car on placement they must ensure that they have adequate insurance and provide details to Agency.**  |
| Student has provided Car Insurance details to Agency  |  |
| Student will arrange and provide details to the Agency |  |

1. **DBS, INSURANCE & POLICY STATEMENTS**

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| **DBS CHECK****All students have undertaken an Enhanced DBS*****Leeds Beckett University students***: Where students have an issue highlighted relating to their DBS, this will have already been shared with the relevant staff at the agency. If it is professionally relevant to the placement, then the Manager and PE will be informed.***University of Leeds students***: please show your DBS form to your PE. Please discuss any relevant issues. They should not take a copy. |
| **INDEMNITY** |
| The Agency agrees that the student is deemed to be an employee for the purposes of Employers’ and Public Liability Insurance. |
| **HEALTH & SAFETY** |
| The Agency accepts responsibility for the student under the Health and Safety at Work Act 1974 |
| **POLICIES & INDUCTION** |
| Students are subject to all relevant Agency policies and procedures and will be given access at Induction |
| A full induction programme has been arranged for the student  |

1. **PRACTICAL AND PROFESSIONAL ARRANGEMENTS**

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| **ARRANGEMENT DETAILS** |
| Agency hours |  |
| Time off in lieu |  |
| Location and access to desk, computer and telephone |  |
| Arrangements for keys/access to building; agency ID card |  |
| Car parking arrangements |  |
| Dress code / policy  |  |
| Action required in relation to sick leave  |  |
| Action required in terms of letting staff know about student's movements etc. |  |
| Arrangements for study / academic development time:*Leeds Beckett University* – I day per fortnight*University of Leeds* – 4 hours per week. This can be taken as half a day each week or as one day every two weeks, in agreement with the Practice Educator  |  |
| The student has been informed of the process for raising concerns within the placement |  |

1. **STUDENT'S PREVIOUS EXPERIENCE AND INTERESTS**

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| Pre Course and previous placements |
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| For 100-day placements, has the PE seen the Final Report from the previous 70-day placement ? | Yes |  |
| No |  |

1. **COURSE WORK AND RELEVANCE TO PRACTICE**

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| Modules previously studied |
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| Modules currently being studied (and dates of assessments) |
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1. **STUDENT LEARNING NEEDS**

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| **GENERAL AIMS OF THIS PERIOD OF PRACTICE LEARNING** |
| To provide practice and learning opportunities to enable the student to achieve the levels of capability appropriate to the period of Practice Learning and as set out in the Professional Capabilities Framework and as detailed in the Placement Handbook. |
| Specific learning needs of student (eg knowledge and skills etc) |
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| Work to be undertaken by student during practice learning. This will be appropriate to the level of the student’s placement, first or final.  |
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| Learning opportunities relating to values and diversity |
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1. **SUPERVISION ARRANGEMENTS**

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| Please refer to the Placement Handbook regarding frequency of supervision, recording and standard agenda items. Please detail how assessors will communicate regarding supervision |
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| How will problems and concerns be addressed? |
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**11. ARRANGEMENTS FOR ASSESSMENT AND EVALUATION**

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| **SOURCES OF EVIDENCE FOR ASSESSMENT**  |
| * Direct observation of student's work (a minimum of three are required, with at least two undertaken by the Practice Educator)
* Supervision
* Case recording, other documentation and work products
* Feedback from service users and carers
* Feedback from colleagues within and beyond the agency
* Reflective blog/reflective journal (Extracts from the blog/journal should be made available to the Practice Educator prior to supervision sessions)
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| Other (please specify) |  |
| Date of Interim Meeting / Date when Interim Report is due |  |
| Date when Final Report is due |  |
| Dates when Student’s practice work/portfolio will be completed and made available to PE prior to Interim and Final Report deadlines |  |
| **EVALUATION OF PRACTICE LEARNING**  |
| **Feedback and evaluation between Practice Educators and students should be ongoing from the outset of placement.****Placements are formally evaluated using Quality Assurance of Practice Learning (QAPL) Evaluation Forms. Students are required to complete this at the end of placement and Practice Educators are also required to complete an evaluation.** |

1. **STATEMENTS, DECLARATIONS & SIGNATURES**

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| **STATEMENTS** |
| **STATEMENT BY THE AGENCY (Practice Educator and PE2 Mentor)**In my view this agreement meets the learning needs of the student and the requirements of the programme**.** |
| **STATEMENT BY THE HEI (Tutor)**In my view this agreement meets the learning needs of the student and the requirements of the programme at the level required for the student.  |
| **STATEMENT BY THE STUDENT**I have read and understood the University’s procedure and the relevant policies concerning when placements are withdrawn, suspended or failed. |
| **DECLARATION: ACCEPTANCE OF THE PRACTICE LEARNING AGREEMENT & ACCEPTANCE OF THE STATEMENTS** |
| **Role** | **Signature** | **Date** |
| Student |  |  |
| Practice Educator Stage 1 or Stage 2 |  |  |
| PE2 Mentor (if applicable) |  |  |
| Tutor |  |  |

***Leeds Beckett students*** - please scan the completed and signed form and upload this to the appropriate domain on the PCF Development page of your placement workbook on PebblePad.

***University of Leeds students*** – please scan and email the completed and signed form to the Practice Placement Unit on: placements@healthcare.leeds.ac.uk. Please also print off a copy to include in your portfolio.

*Document Updated: 14/03/2018*