**STUDENT WELCOME AND INTRODUCTION**

NB: Please send a copy of this form to the student **and** their University

Leeds Beckett: [socialworkplacements@leedsbeckett.ac.uk](mailto:socialworkplacements@leedsbeckett.ac.uk)

University of Leeds: [placements@healthcare.leeds.ac.uk](mailto:placements@healthcare.leeds.ac.uk)

**About the Practice Educator & Team**

Please provide some information about yourself and your team to share with your student prior to them meeting with you.

|  |  |  |
| --- | --- | --- |
| Your preferred First and Last Name |  | |
| Email address |  | |
| Contact Tel No |  | |
| Name of Local Authority / Organisation |  | |
| Team Type & Name |  | |
| Address & Postcode |  | |
| Your role in the Team |  | |
| Information about the team’s responsibilities |  | |
| What can the student do to prepare for their introductory meeting with you? |  | |
| Usual office hours / work days |  | |
| Your usual work days |  | |
| Is there any parking |  | |
| Any other information you feel might be relevant |  | |
| Have you prepared a planned induction for the student and access to a work space and IT? | |  |

*Document Updated: 14/03/2018*