**READINESS FOR PLACEMENT (RfP) PLAN**

This plan is to support students who are repeating placement or returning after a period of absence. Tasks and timescales should be identified by the Tutor and student to enable the student to develop identified areas and demonstrate a Readiness for Placement.

Students who have not completed a successful RfP will not be put forward for a further placement opportunity.

|  |  |
| --- | --- |
| Student Full Name |  |
| University | Leeds Beckett University |  |
| University of Leeds |  |
| Course / Programme | BA |  | MA |  |
| Placement | First (70-day) |  | Final (100-day) |  |
| University Tutor |  |
| Date of Initial meeting |  |

|  |
| --- |
| **Details of previous placement (if applicable)** |
| Name of Local Authority / Agency | Leeds Adult |  | Leeds Children |  |
| Wakefield Adult |  | Wakefield Children |  |
| Agency (please add) |  |
| Team Name |  |
| No of days completed |  |

|  |
| --- |
| Strengths identified in placement |
|  |
| Areas for development identified by the PE in the Final Report |
|  |
| Areas for development identified by student and Tutor |
|  |
| Additional information that needs to be considered |
|  |

|  |
| --- |
| **Readiness for Placement Action Plan** |
| Action to be taken | By whom | By when | Date completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Readiness for Placement Plan Review by Tutor**(to be completed if further work is required before recommendation is made that student has demonstrated their RfP)* Please review actions above and either sign off as completed or extend review period.
* Please add additional actions below.
* Please consider at this time if an interview with an experienced PE2 is required before the final review meeting
 |
| Date of Review |  |
| Additional Action agreed |
|  |
| Update of development |
|  |
| Further Action Agreed (if required) | By whom | By when | Date completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Readiness for Placement Final Review Meeting**Please indicate that all actions points above have been successfully completed by the student, and recommend that they have demonstrated their Readiness for Placement. |
| Date of Final Review Meeting |  |
| Summary of work undertaken and student’s progress |
|  |
| **PE2 Statement: (if applicable)** |
| ***The student has satisfactorily demonstrated their Readiness for Placement***  |
| PE2 Name |  | LA |  |
| PE2 Signature |  | Date |  |

|  |
| --- |
| **Tutor statement:** |
| ***The student has satisfactorily completed the RfP plan and is now ready to be matched with a suitable placement opportunity*** |
| Tutor Signature |  | Date |  |

|  |
| --- |
| **Student Statement** |
| [ ]  I consent to this RfP being shared with potential placement providers  |
| [ ]  I do not consent to this RfP being shared. I understand that not giving consent to share this plan may delay my being matched to placement |
| Student Signature |  | Date |  |

|  |
| --- |
| **Tutor**: once the student has been declared ready to be matched to placement, forward a copy of this completed form to the email below.Successful students should now be asked by the Tutor to complete a new Placement Application Form (PAF). The student should submit the PAF to the Tutor within two weeks of being declared ready for placement. The PAF should include comments on the Readiness for Placement activities and reflections on the previous placement if applicable. Tutor to forward the approved PAF to the email below. Please use appropriate email:LBU - socialworkplacements@leedsbeckett.ac.uk UoL - placements@healthcare.leeds.ac.uk |

Please refer to the relevant University’s placement timescales for PAF submissions and matching for next placement start date.

Originator: Leeds Beckett University

*Version Control: Revised January 2020, LWSWTP agreed March 2020*