**Placement Agreement Form**

Students must fully complete, in detail, the placement agreement form ensuring that all sections are appropriately filled in. The agreement must be signed by the Student, Workplace Supervisor and Tutor within two weeks of the placement agreement meeting. The agreement can be down loaded from the VLE.

**It is very important that the placement agreement is returned to the School Placement Office within this two week period. Should students not return the placement agreement within these two weeks then the placement coordinator will discuss with the student’s tutor with a view to suspending the student from placement.**

**University of Leeds**

**PLACEMENT AGREEMENT**

Placements should enable students to develop their skills and practice to the required level of competence consistent with the appropriate Professional Capabilities Framework objectives and the HCPC Standards of Proficiency.

PROGRAMME: BA in Social Work YEAR: 1

STUDENT:

WORKPLACE SUPERVISOR:

TUTOR:

CONTACT NUMBERS

STUDENT:

WORKPLACE SUPERVISOR:

TUTOR:

WORKING HOURS/DAYS/DATES

PLACEMENT DATES –

NUMBER OF DAYS / HOURS IN TOTAL:

INDUCTION PROGRAMME:

SICKNESS ARRANGEMENTS:

HOLIDAYS

STUDENT:

WORKPLACE SUPERVISOR:

TUTOR:

IN THE ABSENCE OF THE WORKPLACE SUPERVISOR THE STUDENT TO SEEK ADVICE/ SUPPORT FROM:

IDENTIFIED LEARNING NEEDS OF STUDENT:

TASKS AND WORK TO BE UNDERTAKEN

STUDENT'S AND WORK BASED SUPERVISOR’S EXPECTATIONS OF SUPERVISION:

SUPERVISION ARRANGEMENTS:

(Venue, frequency, recording, etc.)

STUDENT AND WORKPACE SUPERVISOR EXPECTATIONS OF TUTOR:

DATE FINAL REPORT REQUIRED BY PROGRAMME: 00/00/00

AGENCY POLICIES AND PROCEDURES

Students are subject to all the agencies policies and procedures unless otherwise stated (e.g. Discipline, Grievance and Complaints Procedures, Anti‑Racism, Personal Harassment Policies, Health and Safety, Whistle blowing, Smoking etc.)

HEALTH & SAFETY

The management of Health & Safety will be the responsibility of the Agency in terms of assessing & managing risk. The student is expected to adhere to all procedures.

Any adverse incidents will be reported to the University.

CONFIDENTIALITY

All parties should ensure that they respect the confidentiality of service‑users and colleagues. Students should ensure that it is never possible to identify individuals, families, households or organisations from information contained in their academic work.

ANY OTHER ISSUES:

**OTHER ADDITIONAL UNDERTAKINGS AND STATUS ARRANGEMENTS SPECIFIC TO THIS PLACEMENT, AGENCY OR PROGRAMME:**

Criminal Record Checks have been undertaken 

Identity Cards to be obtained 

Employee Liability Insurance to be checked 

Car Insurance 

Please confirm that you have shared the contents of this agreement with your Tutor



**This form must be returned within two weeks of the start of placement.**

Please send this form to [placements@healthcare.leeds.ac.uk](mailto:placements@healthcare.leeds.ac.uk)

**Do not send a paper copy**