**READINESS FOR PLACEMENT (RFP) PROCESS**

Where a student has failed placement (or they are returning from a substantial absence) they will be supported in preparing for a further placement opportunity by undertaking development tasks. These will be agreed and discussed between the student and the University Tutor, with input from a Practice Educator as necessary, with reference to any Final Report recommendations. An Individual **Readiness for Placement (RfP) Plan** will be formulated between student and Tutor and a review date agreed.

The student must undertake the work in the RfP and the University will provide support as agreed. The final stage of the RfP may involve a face to face meeting with the University Tutor and where necessary, an experienced, neutral Practice Educator, to assess the work completed and the student’s readiness for a further placement opportunity.

Students who do not undertake or complete the RfPP will not be offered a further placement opportunity.

**Repeat or Returning Student Placement Process**

**Stage 1**: LBU’s Practice Assessment Exam Committee / UoL’s Practice Assessment Panel recommends student to be offered a further placement opportunity which is ratified by the LBU Exam Board / UoL Module Assessment Board.

**Stage 2**: Tutor and student agree an individual RfP plan with tasks to be completed within an agreed timeline. This may include a face to face meeting or mock informal interview between the student and an experienced PE2 and the Tutor.

**Stage 3**: Tutor to review the RfP plan. If all actions complete and student has demonstrated Readiness for Placement, the RfP plan can be signed off. If a further period of action plan is required, this is to be documented on the RfP plan, and Stage 3 is repeated until the student has demonstrated their Readiness for Placement.

**Stage 4**: Once the RfP has been signed off, the student completes a new Placement Application Form (PAF) to include comments on Readiness for Placement activities and reflections on the failed placement if applicable, which the Tutor approves. The Student will NOT be put forward for placement until the RfP has been completed and the new PAF submitted.

**Stage 5**: Tutor sends the RfP plan and new PAF to the applicable University email below. Tutor to include in the email any additional information which will aid the search for a further placement opportunity.

**Stage 6**: The University distributes the new PAF to identify a possible placement. The Final Report for the previous placement should not be circulated to the PE at this time as the RfP will be included. Once a potential placement has been identified the Tutor may be asked to contact the PE to discuss the student’s learning needs. Once the match is potentially agreed, the Final Report will be shared. The student will then be invited to meet the PE for the introductory meeting.

**Stage 7**: The Universities and placement providers cannot guarantee to provide a placement but will use their best endeavours to do so. Where, after all reasonable attempts have been made, it proves impossible to provide a further placement, the LBU Examination Board / UoL Module Assessment Board should recommend that the student be given the highest award for which they are eligible, which would not include a professional award, but module credits and / or level credits and relevant contained award for the programme of study.

LBU - socialworkplacements@leedsbeckett.ac.uk

UoL - placements@healthcare.leeds.ac.uk

Originator: Leeds Beckett University

*Version Control. Revised January 2020, LWSW*TP agreed [Date]