

Policy Title: Professional Practice Placement Policy**Policy Number:** ADM 024

Date Approved: 11/6/2018	Date Policy to take effect: 11/6/2018	
Written by	Name Breda McTaggart Head of Dept of Social Sciences	
Approved by:		
Approving Authority:	Academic Council 11/06/2018	
Head of Function responsible:	Colin McLean Registrar	
Reference Documents:	None	

Revision History

Revision No	Description of Change	Issue Date	Status
000	New Policy	2012	Approved by Academic Council
001	Update to broaden scope beyond Social Care practice programme	11/06/2018	Approved by Academic Process committee 23/5/2018

1. Purpose

The student practice placement is a key component of programmes leading to a professional social care, early childhood and social work professional qualification. It provides students with the opportunity to gain practical work experience relevant to their programme of study. The purpose of this Policy is to outline the roles, responsibilities and requirements of those involved in the placement process through its lifecycle.

All legislation referred to in this Policy is Irish legislation. Where Student Placements are provided and students undertake placements abroad, the legislation of the host country will also apply.

2. Scope

IT Sligo will support the numbers of social care, early childhood and social work professional practice students recruited by providing adequate resources to support the professional practice dimension of the programme. This includes allocation of appropriately qualified staff for placement preparation, co-ordination, visiting and reviewing.

This policy provides support and direction to all stakeholder of the Professional Placement, on their role and function within this process, inclusive of students, IT Sligo staff and Placement Organisations.

Key terms relevant to the scope of this document include.

Placement Organisation

Refers to the organisation with which the Professional Placement occurs. When a student commences placement, responsibility for the direct supervision of the Student is transferred to the placement organisation. This supervision must be given by an appropriately qualified employee of the organisation.

Incident

An Incident is an event or occurrence that may have a negative impact on either a student, IT Sligo or a placement organisation. The negative impact may be physical, psychological and/or financial. If this occurs during placement learning this must be recorded by the student and the placement organisation and a full investigation carried out in line with IT Sligo Health and Safety Policy Reporting and Investigation of Accidents and Incidents at IT Sligo **Procedure No: SAF003/172.**

This does not negate the importance of the incident reporting and documentation completion process within the placement organisation, which the student must also complete.

3. Policy Description

3.1 Prior to placement

A student is not automatically entitled to undertake placement by virtue of commencing a programme that contains a professional practice placement component. Student preparation for placement should be determined before he/she is permitted to commence. Students must be informed of their roles, responsibility, all relevant policies and procedures and the consequences of failing placement before placement commencement. This information will be contained in mandatory pre placement learning opportunities. Consequently, placement preparation shall include:

- Successful completion of student vetting in accordance with ADM/017/02 Student Vetting Policy and Procedure
- Successful completion of mandatory placement preparation, as decided by each programme. A student who does not complete all the required learning and attendance at mandatory placement preparation will not be deemed prepared and will not be allowed to progress to placement.
- Successful completion of Professional Practice modules.
- Successful placement Interview
- A review and signing of all relevant documents including, but not limited to, *CODE OF CONDUCT OF IT SLIGO SOCIAL SCIENCES STUDENTS ON PLACEMENT* , *Placement Contract*

3.2 Student self-disclosure

Appropriate self-disclosure relevant to a student's health and welfare that may affect their engagement with placement learning should be expected and encouraged, first to college staff, to develop together an appropriate strategy in which to confidently work within.

Personal life issues that have no relevance to placement learning should not be disclosed to any member of the placement team or placement organisation. This is not considered professional practice.

3.3 Placement Organisations

Suitable placement organisations as sites for learning

Placement Organisations suitable for student placement are characterised by

- appropriately qualified staff
- a willingness to meet with students prior to placement and discuss the work of the organisation and the student's learning needs
- completion of the insurance requirement document
- a student induction programme
- a willingness to allow students to engage in 'real work' as appropriate to their level of expertise

- a willingness to meet regularly with students for supervision, on a weekly basis if placement is full time, with a focus on planning, praxis and student progression
- willingness to supervise students effectively whilst on placement
- scaffolding learning to overcome practice weakness/gaps in knowledge/skills/competencies.
- being proactive in contacting the visiting tutor if the student is not making changes to practice as agreed in supervision
- completing relevant student portfolio paperwork.
- completing of supervisors report

Supervisors' reports

Supervisors' reports should be made available to the next supervisor with the consent of the student and the author to facilitate the development of learning goals for second and subsequent placements.

3.4 Failing placement

If serious concerns are raised by either the visiting tutor or the placement supervisor regarding a student's ability to learn or to cope with the demands of placement, the placement organisation, or if their behaviour is having a negative effect on the work of the organisation, IT Sligo Fitness to Practice Policy and Procedure should be invoked. A student who does not attend placement or terminates placement for personal reasons or without consultation with relevant IT Sligo teams will be recorded as having failed placement. This will be recorded at the next available Examination Board. Students will progress to a 2nd attempt at the next available sitting only.

Normal Institute appeals processes can be utilised by students if so desired.

Repeating placement

In recognition of the vulnerability of the client or service user population only one repeat placement will be permitted.

3.5 Fitness for practice placement

Where reservations exist regarding a student's fitness to commence practice or fitness on practice, ADM017 IT Sligo Fitness to Practice Policy and Procedure must be followed.

This policy will appear as a special condition on the relevant module descriptors.

4 Records

Not Applicable

End of Policy