

# Placement Competencies

	Competency	
1	<b>Independence</b>	Student demonstrates appropriate independence and self-reliance in carrying out their duties. This might include making appropriate use of sources help and support.
2	<b>Flexibility</b>	Student demonstrates appropriate flexibility in carrying out their duties. This might include transitioning from student life; responding appropriately to changing needs, work patterns, deadlines, etc.
3	<b>Timekeeping</b>	Student has an appropriate and satisfactory record of attendance and timekeeping.
4	<b>Teamwork</b>	Student is an effective team member and has good working relationships with colleagues/clients/customers.
5	<b>Interpersonal Skills</b>	Student demonstrates effective communication & interpersonal skills. This might include: speaking, listening, presenting, writing, use of telephone & email, informing, instructing, training, persuading, demonstrating, etc.
6	<b>Self-awareness</b>	Student has appropriate awareness of the extent and limits of their own professional competence. This might include: taking appropriate initiative, asking for help, identifying training needs, responding appropriately to performance feedback, etc.
7	<b>Organisation &amp; planning</b>	Student demonstrates effective planning in managing tasks This might include seeing tasks through to their conclusion, making effective use of own time, avoiding unnecessary work, etc.
8	<b>Health &amp; Safety Awareness</b>	Student is aware of relevant health & safety issues and, where necessary, adopts appropriate work practices. Must complete H&S checklist to achieve this.
9	<b>Social &amp; Professional Awareness</b>	Student is aware of relevant professional social, legal & ethical issues and responsibilities. This might include awareness of: relevant legislation, impact of organisation's actions on people and the environment, organisation's policy on social responsibility, professional body codes, etc.
10	<b>Technical Expertise</b>	Student demonstrates appropriate expertise appropriate to the job and their course of study.

## Guidance for Academic Visitor

Sources of evidence in support of competencies may include: examination of Placement Journal; observation of student at work; discussions with student; discussions with line manager; observation of student at work.

Competency achievement is cumulative:

- those fully demonstrated at the first visit, do not need to be demonstrated again
- those not demonstrated at the first visited may be demonstrated at the second one

The normal expectation is that *all* of the Placement Competencies will have been achieved by the second visit. Competency achievements should be recorded on this form.

Student should be given clear guidance on any action required with respect to unachieved competencies.