### Placement Review Form – Review One

This form is to assist placement tutors to ensure that all University requirements are dealt with during placement visits. **Please record details about your visit below, including any issues, and scan and upload the forms against your student’s record in PIMS after your meeting.**

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| --- | --- |
| **Date of Review** | **Student Name** |
|  |  |
| **Date student commenced placement:** |  |

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| **Are there any issues/actions arising from the placement that need reporting to the Placement Manager/Placement Office? (*Please tick*)**  No  (*if no, please state ‘none’ below*)  Yes  (*if yes, please give details below*) |

|  |  |  |
| --- | --- | --- |
| **Actions/issues: (*please provide as much information as possible*)** | **Action undertaken by** | **Timescale for completion** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Student Checklist** completed in placement handbook |  |  |
| **Student Performance Feedback form – Visit / Review** **One** completed. **Scan and upload the forms against your student’s record in PIMS after your meeting.** |  |  |
| **Company Project Proposal form –** discussed with student and employer. Form completed – copy to be retained by placement tutor and student (if not appropriate to agree at this stage, then please set as an action above). |  |  |

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| --- | --- |
| **Signed by** |  |
| **Student (Print name):** | **Signature:** |
| **Employer (Print name):** | **Signature:** |
| **Placement Tutor (Print name):** | **Signature:** |

**Placement Visit / Review One**

The following actions are required as part of the first placement visit / review one:

For students on placement overseas, this visit/review may be using an agent or a discussion with the placement provider, student and assigned placement tutor using telephone, email, Skype or equivalent means to communicate

* **Meet with employer**
* Discuss student progress/issues arising with employer
* Complete Student Performance Feedback form – Visit / Review One (SPFF)
* Discuss work plan with employer
* Confirm date student commenced work
* **Meet with student**
* Discuss progress/issues/work plan with student
* Confirm that the student has completed the Student Checklist in the placement handbook and updated their PIMS record
* Confirm that the student has received a contract of employment with written terms and conditions
* Confirm induction to the work place (examples of areas to be covered such as First Aid arrangements, PPE, accident reporting and vehicle insurance)
* **Meet jointly with employer and student**
* Discuss SPFF, issues arising, and action required.
* Provide student with a copy of Student Performance Feedback form for Personal Development Plan, retain copy for file and scan and upload to the student record in PIMS.
* Discuss proposal for Insight Into Business assignment, complete proposal form, where timing of visit/review allows.
* Further discussion of work plan for the placement period.

Placement tutors should ask if students have any concerns. Placement tutors are not expected to carry out formal health and safety checks but should be alert to anything about which they have any concerns. Any issues raised either by the student or from observation should be reported to the Placement Manager immediately.

**Suggested areas for discussion during meeting**

**Students may find it helpful to discuss the following:**

* Tasks undertaken to date and student progress
* Work planned for the placement period
* Line management arrangements
* Relationships with colleagues
* Student’s personal aspirations in the workplace
* Concerns students may have (work activities, work relationships, health and safety, payment issues)
* Student accommodation
* Settling in personally and socially
* Requirements for written submission as part of the placement
* Expectations of the placement tutor in terms of communication by phone, email, Skype or other, and future visit/review.

**Employers may find it helpful to discuss the following:**

* The students’ progress and work plans
* The employer’s input into the assessment process (feedback forms, ongoing support, support for company project, final employability forms)
* Expectations of the placement tutor in terms of communication by phone, email, Skype or other, and future visit/review.

**Student Performance Feedback Form: Review 1**

The placement tutor and line manager should review the student’s performance, normally with the student present, within the first three to four months and towards the end of the placement period.

**The student should retain completed forms in their placement portfolio and placement tutors must scan and upload to the student’s record in PIMS**

**Employers are asked to consider the attributes and, using all or part of the descriptions as a guide, tick the most appropriate box. Please note that this feedback is formative and does not count towards any grading.**

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| **Student name:** | **Employer:** |

**Please tick the box that best describes the student’s performance**

|  | N/A | 1 | 2 | 3 | 4 | 5 | Actions and comments |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | N/A | Unsatisfactory | Satisfactory | Good | Very good | Excellent | (by exception for example if there are particular strengths or improvements required within this area) |
| **PRACTICAL SKILLS:** For example, level of professional and technical ability and knowledge appropriate to industry and role. |  |  |  |  |  |  |  |
| **SELF-MANAGEMENT:** For example, **r**eadiness to accept responsibility, emotional intelligence, resilience, confidence, assertiveness, independent thinking. |  |  |  |  |  |  |  |
| **ORGANISATION:** For example, **o**rganisation of work, time management, ability at multi-tasking, adaptability, efficiency, time keeping. |  |  |  |  |  |  |  |
| **COMMUNICATION:** For example ability to produce clear, structured written work, clear oral communication including presenting when appropriate, listening & questioning skills. |  |  |  |  |  |  |  |
| **ATTITUDE:** For example positivity, flexibility, adaptability, work ethic, aspiration, self- starting. |  |  |  |  |  |  |  |
| **TEAMWORKING:** For example, **r**especting others, cooperating, negotiating, persuading, contributing to discussions, interpersonal skills, leadership where appropriate. |  |  |  |  |  |  |  |
| **COMMERCIAL AWARENESS**: For example, **u**nderstanding of the drivers for business success - commercial, financial or customer focus, awareness of opportunities and ethical considerations. |  |  |  |  |  |  |  |
| **WORK QUALITY:** For example, safe working practices, rate of work and thoroughness, accuracy (for example with numbers), attention to detail. |  |  |  |  |  |  |  |
| **LEARNING:** For example, readiness to improve own performance based on feedback and reflective learning, curiosity. |  |  |  |  |  |  |  |
| **PROBLEM SOLVING**: For example, **a**nalysing facts and applying creative thinking to develop appropriate solutions, enterprising and innovative, initiative and independent thinking, critical thinking, research skills. |  |  |  |  |  |  |  |
| **TECHNOLOGY:** For example, IT skills including word processing, spreadsheets, file management, digital literacy. |  |  |  |  |  |  |  |

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| **Any further comments (including progress with the Insight to Business project):** |
| **Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Placement Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |