

DUNDALK INSTITUTE OF TECHNOLOGY

WORK PLACEMENT– COMMON PROCEDURES

Placement Office, Careers & Employability Centre

May 2021

Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	27/09/2019	Academic Council (AC:DOC:165:14:01)	DkIT Workplace Common Procedures Document Validated Institute Work Placement Module Descriptor included
2	19/06/2020	Academic Council (AC:DOC:169:03:01)	Roles and Responsibilities included in Appendices
3	11/12/2020	Academic Council (AC:DOC:171S:04:01)	DkIT Student Remote Working Policy included in Appendices
4	28/05/2021	Academic Council (AC:DOC:175:13:01)	DkIT Workplace Common Procedures Document Placement Performance Review Meeting included in Dealing with Placement Difficulties
5	29/04/2022	Academic Council (AC:DOC:180:15:01), (AC:DOC:180:15:02)	Work Placement Procedures updated to include updates to Terms and Conditions.

Table of Contents

1. Foreword.....	5
2. Student	6
2.1 Admissions and Orientation Procedures.....	6
2.1.1 Pre-Admissions Information.....	6
2.1.2 Registration Letter	6
2.2 Post Registration.....	7
2.2.1 Work Placement Induction Session	7
2.2.2 Preparation for Work Placement	7
2.2.3 Eligibility for Placement/Student Engagement	8
2.3 Health and Safety Requirements	9
2.3.1 Manual Handling and Occupational First Aid.....	9
2.3.2 Vaccinations	9
2.3.3 Health Conditions	10
2.3.4 Garda Vetting	10
2.3.4.1 Garda Vetting Process	10
2.3.5 Statutory Declarations	10
2.4 Student Work Placement Insurance.....	11
2.4.1 Student Transport	11
2.5 Student Placement Code of Conduct	12
2.6 Securing Work Placements Process.....	13
2.7 Student Support, Supervision & Assessment	14
2.7.1 Academic Staff Site Visits.....	14
2.7.2 Work Placement Assessment Structure	14
2.8 Procedures for Dealing with Placement Difficulties	16
2.9 Grounds for Failure of Work Placement and Follow-Up Procedures.....	17
2.10 Failing Learning Outcomes Competencies.....	18
2.11 Payment Policy	19
3. Placement Host/Employer.....	20
3.1 Pre-Placement.....	20
3.1.1 Promotional Documentation.....	20
3.1.2 Student Selection/Matching.....	20

3.1.3 Work Supervisor Supports.....	21
3.2 Pre-Placement Agreement	22
3.3 Procedures During Placement.....	23
3.3.1 Student Work Placement Insurance.....	23
3.3.2 Concerns During Placement	23
Appendix 1 Programme Template & Work Placement	24
Appendix 2 Student Work Placement Terms & Conditions	28
Appendix 3 Workplace Module Descriptor.....	34
Appendix 4 Hepatitis B Record Form.....	38
Appendix 5 Garda Vetting Form	39
Appendix 6 Sworn Affidavit.....	42
Appendix 7 Student Work Placement Code of Conduct.....	46
Appendix 8 Procedures for Dealing with Placement Difficulties	53
Appendix 9 Learning Contract.....	56
Appendix 10 Placement Student Induction Checklist.....	59
Appendix 11 DKIT Academic Supervisor – Work Placement Visit Record Sheet	61
Appendix 12 Pre-Placement Agreement Form	63
Appendix 13 Work Placement Difficulties Report Form	65
Appendix 14 Placement Roles and Responsibilities.....	73
Appendix 15 Student Remote Working Protocol	77

1. Foreword

This document has been developed by the Institute's Placement Office with the input and guidance of internal committees namely; the DkIT Placement Working Group (pre 2018) and the Institute Management and Planning Committee (IMPC) from 2019 onwards. Both committees represent the academic and student support services interests on ongoing policies and procedures regarding student placement at DkIT.

The DkIT Placement Office was merged with the DkIT Careers Office in 2017 forming the DkIT Careers & Employability Centre. These distinct and complementary functions work together to enhance and maximise student and graduate employability.

The document draws on the practical experience of the Careers & Employability Centre, Academic Schools and Student Services in implementing the multi-layered approach of placement between different academic disciplines, professional fields and stages of student development.

Work placement within the Institute requires clear structure and procedures to ensure:

- students have a quality learning experience in a professional and safe working environment
- all parties involved are clear on their roles and responsibilities
- a fair and mutually beneficial experience for all parties

The procedures outlined in this document are approved by the Institute's Academic Council June 2020 and will be applied on an Institute wide basis to ensure clarity and consistency regarding the implementation of work placement programmes.

Work Placement is a partnership arrangement between 3 parties – the student, the host organisation and the Education Institute. These procedures deal primarily with that of the student, but incorporate the roles of the other two parties involved in the Work Placement process; the placement host organisation and the Institute.

2. Student

2.1 Admissions and Orientation Procedures

2.1.1 Pre-Admissions Information

(See [Appendix 2](#) - *Terms & Conditions for Student Work Placement, Code of Conduct*)

All students who are required to attend placement as part of their programme of study must accept and agree to the student Work Placement Terms & Conditions. This document outlines the general Work Placement requirements, practices and procedures for student Work Placement at DkIT.

This DkIT Work Placement Terms & Conditions will be made available to all students as follows:

- Dedicated Webpage of official DkIT Website
- Included in the Pre-registration letter circulated by the Admissions Office
- Included in the Admissions Handbook
- Discussed at scheduled Work Placement Induction session for all 1st year class group who have placement as part of their programme of study

Different programmes will require specific placement criteria and levels of documentation. It is the responsibility of the relevant Academic Department to upload the appropriate level of detail for each programme of study as part of the Work Placement Induction session and/or on the Departments webpage.

(See Appendix - Work Placement Details Form - must be completed for each placement programme within DkIT. It is the responsibility of the Head of Department to ensure up-to-date information is provided. This may require annual revision and update)

2.1.2 Registration Letter

The Registration Letter sent to incoming 1st year students will outline that all students who accept a place on a programme of study which includes a Work Placement module will be required to adhere to the DkIT Work Placement Terms & Conditions and Code of Conduct. It will be stated in this letter that on accepting a place on the Programme of Study the student is automatically agreeing to the Work Placement Terms & Conditions, which the students can view on the DkIT webpage:

https://www.dkit.ie/assets/uploads/documents/Careers_Resources/Policies/DkIT_Careers_Terms_&_Conditions_for_Placement.pdf

2.2 Post Registration

2.2.1 Work Placement Induction Session

A dedicated session must be scheduled and delivered to all first year class groups that have Work Placement as part of their programme of study, at a time deemed appropriate by each Academic Department.

This session will be delivered by the named academic link lecturer for Work Placement and the Placement / Allocations Officer.

At this session an overview of the Work Placement is to be provided covering the Work Placement arrangements detailed in the Terms & Conditions for Work Placement:

- Placement Officers upload a copy of the Terms & Conditions for Work Placement document on the student Moodle Page
- Students are obliged to read and accept the Terms & Conditions document on 'Moodle' following this session. Students will not have access to the remainder of the placement material on 'Moodle', without having successfully accepting this document

2.2.2 Preparation for Work Placement

There will be a minimum of 4 mandatory Placement Preparation Sessions with associated activities for the students to complete. See table below.

Compulsory Workshop	Expected Student Outcome
Placement Overview & Industry Research	<ul style="list-style-type: none"> • Agree to work placement terms and conditions via Moodle • Carry out research on possible placement companies /sites
CV and Personal Profile	<ul style="list-style-type: none"> • Complete profile via Moodle • Job ready CV uploaded via Moodle
Interview & Personal Presentation skills	<ul style="list-style-type: none"> • Attend one to ones to discuss placement and a mock interview
Workplace Behaviour & Assessment	<ul style="list-style-type: none"> • Agree to code of conduct via Moodle • Discuss potential workplace behaviour scenarios and consider implications or solutions

The specific format of the work placement preparation sessions will be left to each Department to arrange, but they need to be scheduled into the official student time-table. The Academic Coordinator is responsible for the Assessment Overview. See [Appendix 3](#) for Placement Module Descriptor.

2.2.3 Eligibility for Placement/Student Engagement

Students must comply with the process through which the work placement is organised, approved and assessed in order to be eligible for placement. To meet these requirements, students must fully engage in the workshops and associated activities of the pre-placement process. Engagement is measured by attendance at workshops and completion of associated activities on deadline and will be monitored by the Placement Office. Students who do not engage will be referred to the Head of Department for decision on eligibility to progress to placement.

2.3 Health and Safety Requirements

2.3.1 Manual Handling and Occupational First Aid

Manual Handling and Occupational First Aid training is a pre-requisite for attending placement on certain programmes of study at DkIT. In these cases the students must attend the officially time-tabled training provided by DkIT.

If students do not attend the official DkIT training they must attain the relevant certified training by an external approved training body and must cover any associated costs themselves.

In circumstances where students have already completed a certified manual handling or occupational first aid training external to DkIT, students will need to provide a copy of the Certificate awarded to them (stating name of student, validation date and awarding body) to the Placement / Allocations Office in advance of attending placement.

2.3.2 Vaccinations

All students must satisfy the programme vaccination requirements for work placements. It is the students own responsibility to get the vaccinations specified for their programmes of study and to cover all associated costs.

Students satisfy the requirements by:

1. Receiving the Vaccination by private GP. Students must ask the administering GP to complete the Official DkIT Vaccination Record Form - signed/stamped and dated.
2. DkIT Vaccination Form (stamped/ signed 3 times by the administering Health Professional. 3rd vaccination is a booster, so students can be permitted to attend placement with 2 injections).

(See [Appendix 4](#) – Sample DkIT Vaccination Record Form)

This completed form must be submitted by the student to the Placement/Allocations Office on or before the stated submission date in order to be approved to attend placement.

In certain special circumstances, where students cannot receive vaccinations on their own health grounds, the student will have to provide a letter from their GP/ Medical Professional outlining reasons for not obtaining the vaccination. In such circumstances students are made aware that they are attending placement their own risk and that they are limiting the range of placement opportunities open to them.

The Health Service Executive (HSE) provides all relevant vaccinations for the Nursing and Midwifery students as required throughout the programme.

2.3.3 Health Conditions

If a student has any health conditions/ concerns which may impact on their attendance and completion of the placement module they must inform the Placement/Allocations Officer and provide a written statement from their GP stating that they are fit to attend and complete the work placement.

2.3.4 Garda Vetting

Police / Garda Vetting is a pre-requisite for attending placement on certain programmes of study at DkIT (See [Appendix 5](#) – Garda Vetting Form). In these cases the students must adhere fully to the Garda Vetting process. Approval from DkIT to attend placement is subject to outcome of the Garda Vetting process. See Garda Vetting Policy under review -

<https://www.dkit.ie/system/files/Garda%20Vetting%20Policy%20for%20Students%2029%20June%202013.pdf>

Each student that requires Garda Vetting will be processed in their first year of study. It is the responsibility of the student to comply with the Garda Vetting procedures of DkIT and the host site.

Issues that impact on Garda Vetting include:

- Any minors (students under the age of 18) must get their Parent/Guardian to complete the official Consent form for the minor to be vetted
- Any student who has lived outside Ireland from 16 years of age must receive Police Vetting from the named country of residence. It is the students own responsibility to liaise directly with the Embassy of that country and follow their identified procedures. Copies of this Police Vetting must be submitted to the DkIT Garda Vetting Officer prior to attending placement. The use of a **Sworn Affidavit** ([See Appendix 6](#)) may be accepted for those students in exceptional circumstance who are unable to provide police vetting for their previous countries of residence.

2.3.4.1 Garda Vetting Process

The Placement Office will provide the first-year class list of students who need to be Garda Vetted to the Garda Vetting Officer. It is the responsibility of each student to comply with instruction from the Garda Vetting Officer. The Placement Office will seek confirmation from the Garda Vetting Officer that students are vetted and eligible for placement. The Garda Vetting for Nursing and Midwifery students is the responsibility of the HSE and they will carry out all necessary follow up with the students as required.

2.3.5 Statutory Declarations

Nursing and Midwifery students are required to complete a statutory declaration prior to placement in order to satisfy HSE requirements. Some National Schools require placement students to complete a Statutory Declaration Form in advance of placement. This is signed by Commissioner of Oaths / Solicitor.

2.4 Student Work Placement Insurance

Students should be covered by the Host Sites Employers Liability Insurance. DkIT is covered for students who attend placement, and we can provide a copy of Work Placement Insurance Cover to the host site in such instances. Under the advice of DkIT Insurance Brokers student placements are covered under DkIT's Public Liability. As outlined below:

Public Liability (As per IPB guidance)

Your Public Liability policy extends to include the college's legal liability in respect of both staff and students while abroad on the business of the Institute. This includes work placements and any personal liability attaching to students while on such placements.

Outside this, students who are travelling should be putting their own individual Travel Insurance Policy in place. Such covers are readily available and easily affordable on line. From a governance point of view the college should be insisting on this where any part of the student's curriculum involves travelling outside Ireland.

For placement outside of Ireland, students must provide proof to the Placement Office of travel insurance and health insurance for the duration of their placement. The Placement Office may also seek evidence that the host site has employer insurance cover that will indemnify the placement student.

2.4.1 Student Transport

As outlined in the Placement Terms & Conditions Document - If students are using your own transport as part of their work placement you must be fully licensed and insured and comply fully with the Road Traffic Act. DkIT does not accept any responsibility for incidents related to use of your personal transport as part of your work placement.

2.5 Student Placement Code of Conduct

Each student must agree to the Student Placement Code of Conduct prior to attending their placement. It details the expected attitude, behaviour and practice of a student in the workplace, and is centred on the principles of Professionalism, Respect and Managing Confidentiality. (See [Appendix 7](#)- Student Work Placement Code of Conduct)

The Placement Office has developed a Code of Conduct for all placement students. The Registration Letter sent to incoming 1st year students will outline that all students who accept a place on a programme of study which includes a Work Placement module will be required to adhere to the DkIT Work Placement Terms & Conditions and Code of Conduct. It will be stated in this letter that on accepting a place on the Programme of Study the student is automatically agreeing to the Work Placement Terms & Conditions, which the students can view on the DkIT webpage:

https://www.dkit.ie/assets/uploads/documents/Careers_Resources/Policies/DkIT_Careers_Terms_&Conditions_for_Placement.pdf

A dedicated session to take students through the Code of Conduct will be facilitated by the Placement Officer with the Placement class in advance of attending placement. Placement Officers upload a copy of the Code of Conduct document on the student Moodle Page.

Students are obliged to read and accept the Code of Conduct document on Moodle following this session. Students who do not attend the Briefing Session will complete a questionnaire on Moodle as evidence that they understand the details of the Code of Conduct.

Student will not be permitted to attend placement unless they have signed/ accepted the Code of Conduct on Moodle.

The standard student DkIT Code of Conduct still applies to work placement students and the related complaints and disciplinary procedures.

2.6 Securing Work Placements Process

**The Nursing & Midwifery Programmes have its own separate process delivered in partnership with “Clinical Partners” which all Nursing & Midwifery students must adhere to.*

All other DkIT work placements need to be approved by the Institute as appropriate placement settings which allow the students to reach the stated learning objectives of the specific programme.

All placements need to take place in a professional and supervised setting, where the students learning needs as well as health and safety requirements are met. Where necessary remote placements can be approved and will be guided by DkIT’s Student Remote Working Protocol (See Appendix 15).

Securing placements can take many forms including:

- Student sourced, but DkIT approved
- Matching – a student is matched with an already approved placement site by DkIT
- CV selection – host organisation makes a selection on the basis of considering student CV
- Interview based – host organisation makes a selection based a formal interview with the student

Once a student is offered a work placement by an organisation they must accept this offer.

If a student attends interview with a number of placements organisations, they must accept the first offer made. They are not permitted to hold out for a potential offer from the other organisations.

Whilst every effort will be made to secure a work placement for each student, we cannot guarantee a successful outcome. It is the students own responsibility to fully engage and co-operate with the Institute in the process of securing and successfully completing the placement.

2.7 Student Support, Supervision & Assessment

2.7.1 Placement Roles & Responsibilities

The roles and responsibilities of the 3 parties in the placement partnership arrangement – the student, the host organisation and the Education Institute are detailed in [Appendix 14](#).

2.7.1 Academic Staff Site Visits

The Head of Department has the responsibility of allocating academic staff to carry out the support, supervision and assessment of placement students.

The assessment of the students on placement under multiple programmes. is shared with the host organisation. This may include but is not limited to Clinical / Social Care / Community Youth Work placements.

Academic assessment is performed by academic staff and each student should be provided with a nominated DkIT Academic Supervisor who is the student's central point of contact and support for academic issues which arise on placement. The Academic Supervisor must formally contact the student and work supervisor over the course of the placement to ensure that the placement is progressing well for all parties involved. There must be a minimum of one discussion between the DkIT Academic Supervisor, student and work supervisor over the course of the placement to discuss:

- The learning experience
- Assess the students' progress and development
- Discuss and/or carry out formal assessment
- Identify any issues of concern from either the student or the work supervisor
- Set goals for the remaining time

This discussion should be formally recorded and the record kept on the students file. (See [Appendix 11](#) for the *formal DkIT Visit Record Sheet*). This contact will normally be carried out by visit. However, where this is impractical (outside Ireland) this contact will be made via telephone/ internet facilities.

2.7.2 Work Placement Assessment Structure

The Placement Office recommends that the placement is assessed on a Pass/Fail basis.

The Programme Team may choose to allocate a percentage grade for the overall module, however, the Work Supervisors Evaluation Report should remain a Pass/Fail assessment.

For programmes with specific external professional / clinical standards the module should be adapted to address such requirements. The assessment structure may comprise the following assessment types:

- Pre-Placement Requirements, Academic Portfolio/Mid Way Progress Report/ On-Site Assessment / Work Supervisors Evaluation Report / Presentation– assessed and graded by DkIT Academic Supervisor (where relevant)

Students must successfully complete each of the assessment types in order to pass the work placement module. Expected behaviours, roles and responsibilities of students whilst on work placement are communicated as follows:

- In-person at pre-placement preparation sessions/workshops
- In the Work Placement Handbooks/ Manuals circulated to the students and the Work Supervisors
- In the Student Placement Code of Conduct which is signed by each student prior to placement commencement

Students are required, while on placement, to observe the same policies/procedures and regulations of their placement organisation and be advised that any breaches will be dealt with in accordance with the Grievance and Disciplinary Procedures of the host organisation. The Placement Office provides an induction checklist to support this process.

2.8 Procedures for Dealing with Placement Difficulties

Please see [Appendix 8](#).

2.9 Grounds for Failure of Work Placement and Follow-Up Procedures

The following identify the grounds on which a student will be deemed to fail their Work Placement:

- Students who fail to reach their required learning outcomes/competencies
- Students who do not comply with the agreed procedures or who refuse to attend placement in an effort to resolve the identified difficulties
- Students who discontinue their approved work placement without the formal permission of the DkIT Placement Office
- Students who do not comply with the requirements of the Student Placement Code of Conduct

2.10 Failing Learning Outcomes Competencies

If a student has failed a work placement on the grounds of not reaching the stated learning outcomes / competencies the process should be as follows:

- The student needs to meet with the Head of Department and their Placement Officer/Academic Supervisor to consider the identified deficiencies and agree a Development Plan for addressing them
- If the host organisation is in agreement and where the programme allows, the placement will be extended for an agreed duration (normally, a minimum of 30% of the original placement period). A new learning contract incorporating the Development Plan must be drawn up for this extended duration and the student is assessed against this at the end of the period
- If the student is not permitted to carry out the extended placement for the agreed duration in the original placement site an alternative placement site must be sourced by the student and approved by the Placement Office
- Each student will normally be permitted 2 attempts within two consecutive academic cycles, including their initial placement opportunity, to successfully complete their work placement. If a student is unsuccessful following 2 attempts, they will not be permitted to continue on the programme. It will be student's own responsibility to source placements for repeat opportunities, and these placements will be subject to approval by the Placement Office. Head of Department ultimately has the responsibility for decision on repeat placements

2.11 Payment Policy

DkIT will follow the payment policy of the host organisation.

Where payment does occur it is a matter between the student and the host organisation. We would advise that any payment arrangements are formally recorded and agreed by each party.

3. Placement Host/Employer

3.1 Pre-Placement

3.1.1 Promotional Documentation

A promotional/ summary document of the placement programme (prepared / approved by the Academic Team). This summary document should outline the following:

- Overview of the programme – aim of programme, career options for students, modules covered etc.
- Purpose of the placement
- Key students learning objectives
- Types the practical activities the student should be involved in
- Roles and responsibilities of the host organisation
 - Support & Supervision of Student
 - Induction & Health & Safety
 - Assessment
 - Participation in site visits
 - Insurance Issues
 - Payment Policy
- Practical Details of Placements – dates, duration, hours per week, Work Supervisors

(This information can be both emailed onto prospective organisations and/or uploaded on to a dedicated webpage)

3.1.2 Student Selection/Matching

This process is centralised through the DkIT Placement Office.

Each organisation contacted will be provided with a summary document of the placement, details of what is required of them and the option for how best to proceed with the facilitation of the student placement, i.e. DkIT to directly match a student to the organisation or forward on CVs for host organisations consideration.

Where interviews are required DkIT can assist the organisation in the arranging of these interviews, e.g. liaising with students, arranging times, venues etc. Work Placement Handbooks, assessment forms, DkIT insurance forms, garda vetting etc will be circulated to all organisations that are participating in the work placement programme.

3.1.3 Work Supervisor Supports

The Placement Office provides a central point of contact to support the Work Supervisors, during the placement process, and is continually working on resources to enhance and support the supervisors' experience.

3.2 Pre-Placement Agreement

The host organisation will be asked to sign and submit a Pre-Placement Agreement Form to the Placement Office.
See [Appendix 12](#) for copy of Pre-Placement Agreement Form

The host organisation will be asked to complete a Learning Contract / Agreement form which briefly outlines the placement details and the expected roles of the host organisation.

This does not apply to placements within the Nursing and Midwifery Department as placements are accepted and agreed under the formal Memorandum of Understanding between the HSE and DkIT

(See [Appendix 9](#)- Sample Placement Student Learning Contract Form)

3.3 Procedures during Placement

Host organisations will have a central point of contact to raise any queries, concerns and placement related issues i.e. Dedicated Placement Development Officer

Host organisations have the responsibility of providing a healthy and safe working environment. The host organisation must provide the student with a full induction to their work practices and procedures and outline their expectations from the student.

Host organisations will be expected to facilitate and participate in the site visits by the DkIT Academic Supervisor.

Host organisations will also be expected to carry out the final student evaluation/assessment and submit to DkIT as indicated.

3.3.1 Student Work Placement Insurance

See section 2.4 on Work Placement Student Insurance.

3.3.2 Concerns during Placement

See [Appendix 8](#) for dealing with Placement Difficulties.

Appendix 1 Programme Template & Work Placement

1. PROGRAMME BACKGROUND

Programme Title	
Academic Department	
Projected No's of Students	

2. PLACEMENT SCHEDULING

Existing / New Programme	Existing Programme <input type="checkbox"/> New Programme <input type="checkbox"/>
Stage of Placement Occurrence	
Duration of Placement <i>Specific no. of weeks</i>	
Full time/ block/ day release	
Hours of practice per week <i>Minimum amount accepted</i>	
Specific Dates of Placement	
Study Leave	

3. PLACEMENT SITE REQUIREMENTS:

Types of suitable organisations	
Site specificities	
Quality requirements	
Health & Safety requirements	
On-site Supervision requirements	
Payment details	

Are International Placements an option for this programme?	

4. STUDENT PREPARATION

4.1 HEALTH & SAFETY REQUIREMENTS

Health & Safety requirements e.g. Manual Handling, First Aid	
<i>Please state who will be responsible for managing/ providing this? E.g Department/ Placement Office / Site</i>	
Garda / Police Vetting requirements	
<i>Please state who will be responsible for managing/ providing this? E.g Department/ Placement Office / Site</i>	
Vaccination requirements	
<i>Please state who will be responsible for managing/ providing this? E.g Department/ Placement Office / Site</i>	

4.2 CV & INTERVIEW PREPARATION

Please tick as appropriate ✓

Built into existing academic modules	
<i>Please state who will be responsible for managing/ providing this? E.g Department/ Placement Office / External resource</i>	
Separate Workshop delivery	
<i>Please state who will be responsible for managing/ providing this? E.g Department/ Placement Office / External resource</i>	

4.3 PLACEMENT MATCHING

Please tick as appropriate ✓

Students own responsibility	
Co-ordinated through DkIT Placement Office	
Dedicated academic staff member to liaise with students	
Other (please detail)	

5. ASSESSMENT

Please outline how the placement is assessed. Tick / Complete as appropriate

100% Academic Submissions	(If yes, please provide detail)
Combined Academic Submissions and Work Supervisors Evaluation	(If yes, please provide detail)
Pass / Fail grade	(If yes, please provide detail)
Other (please detail)	

6. VISITS

Please outline the academic visit structure

How many visits are there for each placement student	(If yes, please provide detail)
Do the visits contribute to academic assessment	(If yes, please provide detail)
For international placements, will a skype calls be acceptable?	(If yes, please provide detail)

Other (please detail)	
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7. ALTERNATIVES TO PLACEMENT

Has an alternative to placement been provided for the module?	(If yes, please provide detail)
Additional comments (please detail)	

8. ADDITIONAL COMMENTS / THOUGHTS

Appendix 2 Student Work Placement Terms & Conditions

On accepting a place on this programme of study you are agreeing to adhere to the following practices, procedures and associated costs of the work placement feature of the programme:

Work placement is a formally assessed module of your programme of study. You must adhere to all associated assessment procedures.

1. Students must comply with the process through which the work placement is organised, approved and assessed in order to be eligible for placement.
2. Students must fully engage in the workshops and associated activities of the pre-placement process. Students who do not engage will be referred to the Head of Department for decision on eligibility to progress to placement. Failure to comply with pre-placement requirements may raise a Fitness to Practise concern for students on programmes that are subject to DkIT's Fitness to Practise Policy. These programmes are listed at paragraph 16.
3. All work placements need to be deemed appropriate and formally approved by the Placement / Allocations Office of the Institute.
4. Confirmation and approval to attend your work placement is subject to registration for the academic year in which the placement takes place.
5. Whilst every effort will be made to secure a work placement for each student, DkIT cannot guarantee a successful outcome. It is your own responsibility to fully co-operate with the Institute in the process of securing and successfully completing the placement.
6. A work placement setting cannot be guaranteed within your area of residence. This may require you to travel to your work placement, and may incur costs for travel/ accommodation.
7. If a student receives payment for their work placement, this may impact on the rate and /or type of grant / state allowance they receive for remaining study periods. It is the students own responsibility to check with their grant/allowance provider to clarify any associated impact on future grant provision.
8. If you are using your own transport as part of your work placement you must be fully licensed and insured and comply fully with the Road Traffic Act^s. DkIT does not accept any responsibility for incidents related to use of your personal transport as part of your work placement.
9. If attending work placement outside Ireland, the Institute will seek confirmation and evidence from the host organisation that they accept responsibility for liability insurance of the placement student.

10. The following programmes have vaccination recommendations:

- 10.1. BA (Honours) in Social Care
- 10.2. BSc (Honours) in Health & Physical Activity
- 10.3. BA (Honours) in Early Childhood Studies
- 10.4. BSc in Veterinary Nursing
- 10.5. BSc (Honours) in General Nursing
- 10.6. BSc (Honours) in Intellectual Disability Nursing
- 10.7. BSc (Honours) in Mental Health Nursing
- 10.8. BSc (Honours) in Midwifery
- 10.9. Higher Diploma in Midwifery

11. It is the student's own responsibility to get the vaccinations specified for their programmes of study and to cover all associated costs. Failure to take the recommended vaccinations may limit, or preclude, placement options for students. In the case of Nursing and Midwifery, the vaccinations are managed and funded by the Health Service Executive (HSE).

12. You must satisfy all health & safety requirements relevant to the placement.

13. You may be required to wear specific clothing suitable for your work placement setting and activities. The purchase of such clothing may be at the students own expense, and will not be reimbursed by DkIT.

14. In line with national child protection requirements and adult safeguarding best practice, DkIT has developed a Garda / Police Vetting Policy that applies to all students.

14.1. It is the student's responsibility to apply for Garda Vetting with the Garda Vetting Officer and to keep a copy of the processed Garda / Police Vetting Form. The student must provide this to the placement site. Students can seek advice from the Garda Vetting Office / Placement Office if they have queries regarding the process.

14.2. If a site requests specific information regarding a disclosure, DkIT will advise the site to discuss this directly with the student. Copies of both the DkIT Garda / Police Vetting Policy and the Child Protection Policy are available at: <https://www.dkit.ie/placement/policy-documentation-publications>

15. In line with the DkIT Fitness to Practice Policy all students who are on the programmes listed below are subject to fitness to practise requirements. This policy applies to students' conduct both on and off-campus and throughout the duration of their enrolment in DkIT, insofar as that conduct relates to their fitness to practise in their chosen course of study. The DkIT Student Fitness to Practise Policy and Procedure is available at: [student-centred-learning-teaching-and-assessment.pdf \(dkit.ie\)](https://www.dkit.ie/placement/policy-documentation-publications)

School of Health and Science

- BA (Honours) in Early Childhood Studies
- BA in Applied Early Childhood Studies
- BSc in Veterinary Nursing
- BSc (Honours) in General Nursing
- BSc (Honours) in Intellectual Disability Nursing
- BSc (Honours) in Mental Health Nursing
- BSc (Honours) in Midwifery
- Higher Diploma in Midwifery

School of Business and Humanities

- BA (Honours) in Social Care
- BA in Community Youth Work
- BA (Honours) in Youth Work

- 16.** In addition to being subject to DkIT's Fitness to Practise Policy, students on the above named courses may also be subject to the Fitness to Practise policies of the relevant regulating professional body and to the Human Resource and Fitness to Practise Policies of the placement partner. At all times, a student's continuation on placement is subject to the agreement of the placement provider.
- 17.** There may be specific requirements regarding attendance or prior academic performance which will apply in the case of certain programmes. These requirements will be detailed in the programme / module descriptors. If you do not satisfy these requirements you may not be eligible to undertake placement.
- 18.** You must attend the agreed full duration of your placement. The agreed placement contract will override any minimum placement period as outlined in the module descriptor. Any absences due to health or personal issues must be made up at a time determined by your Placement Officer / Academic Co-ordinator and the host organisation. This may impact on your holiday periods.
- 19.** No holidays can be booked during your placement period.
- 20.** You are advised to make the Placement Office / Academic Co-ordinator aware of any issues which may impact on the securing/attendance/ or successful completion of your work placement module. Such issues could include, but are not limited to:-
 - 20.1. Health issues
 - 20.2. Physical disabilities
 - 20.3. Learning disabilities
 - 20.4. Caring responsibilities

20.5. Pregnancy

This information may be shared with other Institute personnel/ placement supervisor as required. Having a health issue and/or disability will not preclude you from going on placement. DkIT will comply with the Equal Status Acts 2000- 2015, and will make reasonable accommodations for students with a disability.

- 21.** Once a work placement has been secured/ offered to the student, the student must accept this offer. If a student does not accept this placement it will be considered that they have refused to attend placement.
- 22.** If a student attends an interview with a number of placement organisations, they must accept the first offer made. They are not permitted to hold out for a potential offer from the other organisations.
- 23.** All students must read and sign a Work Placement Code of Conduct / Memorandum of Understanding prior to attending work placement. Students are required to fully adhere to the working practices and terms and conditions of the placement organisation; including working conditions, health and safety, data protection and child protection requirements. Failure to comply with the placement requirements may raise an issue under the Placement Code of Conduct (Appendix 7, DKIT's Work Placement Common Procedures), the Student Code of Conduct and Disciplinary Procedure or the Fitness to Practise Policy.
- 24.** All students must submit the required work placement records and documentation specified as per the programme criteria and by the stated deadline. Such documents include Learning Contracts, Induction Checklist, Attendance Records, and Progress Reports. If any of the required documentation is not submitted in-line with the stated criteria, penalties will apply at Examination board level.
- 25.** Students are not permitted to carry out their placement in a host site where their learning experience and / or assessment may be comprised, i.e. where students have been employed or have a family member as a work supervisor. The Placement Office aims to ensure objectivity in the Work Supervisor/Student relationship.

INTERNATIONAL WORK PLACEMENT / INTERNSHIPS

In addition, to the standard DkIT Terms & Conditions for Work Placements, students who wish to pursue an International work placement, must adhere to the following:

1. Student Provision of Information / Contact Details of International Site

The Placement Office is not responsible for sourcing international placements. If the student wishes to attend a placement outside of Ireland they must research the site themselves and provide full contact details to the Placement Officer. This includes a role description and a pre-placement agreement. This will then be considered by the Placement Officer in conjunction with the Academic Team who will give a decision on approval to proceed. Reasonable time must be allowed to process any application for international placement and in no case should the application be made less than 2 months in advance of the formal placement start date.

2. Academic Requirements

Normally, students must pass all modules from their previous years/current year of study in order to be considered and approved to apply for an international work placement¹. Each student applicant will be considered on this basis by the academic team in order to be approved for international placement.

3. International Placement Duration

Each placement programme has varying timeframes that must be adhered to. Where there is an agreed placement duration with the employer, the student must strictly adhere to this timeframe and complete the stated the number of weeks/hours for the placement on your programme of study.

4. Insurance and Financial Requirements

Please be aware that Erasmus / international placements will incur additional financial requirements, such as visa costs, embassy visit costs, travel insurance, health insurance, flights, travel and accommodation costs. Personal travel insurance and health insurance are a requirement of all students attending placement outside of Ireland. The student must personally cover all related costs and will not be reimbursed by DkIT.

- Students who attend Erasmus / International Placement must provide DkIT with evidence that they have received travel insurance and health insurance to cover their placement period.

¹ For some programmes, the timing of examinations mean that results may not be processed in time to give an approval for international placement. In these cases, the academic team will make a decision based on the student's academic record and/or an interview.

- The Placement Office may also seek evidence that the host site / employer insurance cover will indemnify the placement student for their placement duration within their company. The Placement Office will liaise with the student to request and provide this evidence i.e. copy of employers' liability insurance policy, letter of indemnification.

5. Accommodation Responsibilities

Sourcing, securing and the on-going maintenance of accommodation whilst attending an international placement will be the responsibility of each individual student.

6. Honouring Contract Commitments

Once you have successfully interviewed and secured an international placement you are obliged to attend placement for the full duration required by the host organisation. If you do not honour your contract commitments you may not be permitted to pass placement. Only students who can provide evidence of medical issues or extenuating personal circumstances will be permitted to discontinue the placement.

7. Careful Consideration

Students must consider the above points carefully, and discuss with relevant family members etc. to make sure an international placement is feasible for your personal circumstances. As once you commence the international placement process you are required to commit fully.

Appendix 3 Workplace Module Descriptor



DkIT Work Placement

Module Details	
Full Title:	DkIT Work Placement
Language of Instruction:	English
Module Code:	n/a
Duration:	1 Semester
Credits:	30
NFQ Level:	
Field of Study:	Working life
Valid From:	Semester 1 - 2019/20 (September 2019)
Module Delivered in	No Programmes
Module Coordinator:	Breda Brennan
Module Author:	Joyce O'hara
Module Description:	The work placement is a key element of the student's learning experience. The main aim of work placement is for students to gain practical experience in a supported and professional environment of an appropriate work field. The placement is an opportunity for students to apply theory to practice, develop their professionalism and to engage in a process of self-awareness and reflective practice under the supervision of a dedicated work supervisor. Students must comply with the process through which the work placement is organised, approved and assessed in order to be eligible for placement. In exceptional circumstances where a student is unable to attend a work placement they may be required to complete an alternative to placement as arranged by their Department.
Learning Outcomes:	
On successful completion of this module the learner should be able to	
<ol style="list-style-type: none"> 1. Identify personal strengths and express knowledge of the chosen sector and employment opportunities and requirements within the sector. 2. Develop and apply transferable skills in a broad range of professional activities. 3. Assess personal growth and professional performance in the work environment through reflective practice. 4. Compare the linkages between academic theories and the real-life, work based environment. 5. Evaluate(L7)/Critically appraise (L8) their professional ability and future career opportunities. 	
Pre-requisite learning	
Module Recommendations <i>This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named DkIT module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).</i>	
No recommendations listed	
Incompatible Modules <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module. You may not earn additional credit for the same learning and therefore you may not enrol in this module if you have successfully completed any modules in the incompatible list.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	

DKIT Work Placement

Module Content & Assessment

Indicative Content	%
<p>Pre Work Placement Requirements Students must fully comply in the Placement Preparation Process in order to be eligible to attend Work Placement. This requires the students attendance at 4 compulsory workshops and associated activities. Full engagement is required in order to be eligible for placement and will be monitored by the Placement Office.</p> <p>1. Placement Overview and Industry Research: Agree to work placement conditions via Moodle; Carry out research on possible placement sites.</p> <p>2. CV and Personal Profile: Complete placement profile via Moodle; Job ready CV uploaded via Moodle.</p> <p>3. Interview and Personal Presentation Skills: Attend one to ones to discuss placement and a mock interview.</p> <p>4. Workplace Behaviour and Assessment: Agree to Code of Conduct via Moodle; Discuss potential workplace behavior scenarios and consider implications or solutions.</p>	0.00%
<p>Work Placement Portfolio Each student will submit a work placement portfolio to their Academic Supervisor. This report must be submitted on completion of the placement. This report is required to include as a minimum: Organisational Details & Structure, Duties & Responsibilities, Specific Case Study, Personal & Professional Development, Linking Theory to Practice, Reflective Observations and Evidence of Experience.</p>	0.00%
<p>Core Assessment Area for Work Based Competencies Each of following areas will guide the work placement assessment 1. Willingness to Learn 2. Communication Skills 3. Organisational Skills 4. Problem Solving 5. Flexibility and Initiative 6. Professional Attitude & Behaviour and 7. Discipline specific technical skills. Learners will be provided with information regarding the threshold required for a pass grade. The final mark should be agreed between the Work Placement Supervisor and the Academic Supervisor. The work placement supervisor's grade and evaluation reports will comprise the following steps: 1. Competency assessment - the placement is assessed under each of the above competencies with supporting comments based on a grading framework (e.g. students graded 1-5 where 5 is excellent and 1 is a very poor performance). 2. The final grade is the average of the marks for the seven competencies. 3. The grade recommendation is reviewed by the academic supervisor and the Examination Board and agreed. 4. A pass/fail recommendation is made by the Examination Board and ratified by Academic Council.</p>	0.00%
<p>Work Placement Midway Review Through a guided reflective process the student will be asked to share their placement experiences to date - focusing on transitions to the work place, key achievements, challenges, sharing strategies for the work place and setting goals for remaining period on work placement. This can be achieved through the students' progress report and/recall day. This will be used to inform the placement visit.</p>	0.00%
<p>Placement Visits Each Placement student will receive a placement visit from a DkIT Academic Supervisor over the course of their placement or a video conference call for International placements to discuss student learning and development.</p>	0.00%
<p>Presentation Students should critically reflect on their personal and professional learning experiences and present this learning through an oral presentation.</p>	0.00%

Assessment Breakdown	%
Practical	100.00%

Special Regulation

The module is assessed on a pass/fail basis.
The Pre-Placement Requirements must be achieved in order for students to be eligible to proceed with other elements of placement.
Failed Element: A minimum of a pass must be obtained in the Work Supervisor Evaluation Report in order to pass the module as a whole.

Full Time

Course Work							
Assessment Type	Assessment Description	Outcome addressed	% of total	Marks Out Of	Pass Marks	Assessment Date	Duration
Continuous Assessment	Pre-Placement Requirements: The Placement Officer will timetable 4 compulsory pre-placement workshops. Students must attend and complete associated activities on Moodle including sign Terms & Conditions of placement, complete Professional Profile, upload CV and Sign Code of Conduct.	1,2	0.00	0	0	Every Week	0
Portfolio	The work placement portfolio can consist of a Reflective Learning Report/ Diary, Learning Log and/or Industry/ Sector Specific Project. Work placement records such as the, Learning Contract, Induction Checklist, Student Progress Report, Hours Record, Supervision Records and other programme specific supporting documents should also feature in the appendices. Students should critically reflect on their personal and professional learning experiences and present this learning through an oral presentation.	1,2,3,4,5	100.00	0	40	End-of-Semester	0
Oral Examination/Interview	The college academic supervisor will undertake one site visit. In preparation for this meeting the student must submit a Student Progress Report detailing their progress, their opportunity to apply theory to practice, challenges and strengths in experience. They are also asked to self-evaluate their own competency development. Students are expected to show developing professionalism, increased self-awareness and to outline relevant concepts, theory or academic frameworks	1,2,3,4,5	0.00	0	0	n/a	0
Performance Evaluation	Work Supervisor Evaluation Report/Practical Skills Evaluation: The Work Supervisor will provide feedback on the student's performance and progress whilst out on placement. Each placement supervisor will be given a standard feedback framework (including minimum criteria for passing) which they must complete and submit to the Institute's Academic Supervisor/Student. Each student must achieve a pass in order to pass the placement module.	1,2,3,4,5	0.00	0	0	End-of-Semester	0
No Project							
No Practical							
No End of Module Formal Examination							
Reassessment Requirement							
Reattendance <i>The assessment of this module is inextricably linked to the delivery. Therefore reassessment on this module will require the student to reattend (i.e. retake) the module in its entirety.</i>							
Reassessment Description Students who do not meet Pre-Placement Requirements AND/OR do not pass the Work Supervisor Evaluation AND/OR do not pass the module overall must repeat in accordance with the DkIT Repeat Placement Procedures.							

DkIT Work Placement

Module Workload & Resources

Workload: Full Time

Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Practical	Attendance and participation in work placement preparation and work placement	35.00	Every Week	35.00
Independent Study	Preparation of Portfolio	5.00	Every Week	5.00
Total Weekly Learner Workload				40.00
Total Weekly Contact Hours				35.00

This course has no Part Time workload.

Resources

Recommended Book Resources

Barbara Bassott/PALGRAVE MCMILLAN 2013, *The Reflective Journal* [ISBN: 9781137324719]

This module does not have any article/paper resources

Other Resources

MOODLE: CAREERS MODULE

Company: GradIreland - for graduate jobs, internships and career advice
<http://www.gradireland.com>

DkIT Careers Connect: Graduate roles advertised for DkIT students
<https://careersconnect.dkit.ie/student/login.html?remote=true>

Placement Handbook: *Placement Handbook for every placement programme*

Appendix 4 Hepatitis B Record Form

Hepatitis B Vaccination Record Form

NAME OF STUDENT: _____ ID No: _____

Injection 1: _____ Date: _____

Signature / Stamp of Administering Health Professional

Injection 2: _____ Date: _____

Signature / Stamp of Administering Health Professional

Injection 3: _____ Date: _____

Signature / Stamp of Administering Health Professional

Appendix 5 Garda Vetting Form

Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

I have provided documentation to validate my identity as required *and*
I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the
Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to
2016. Please tick box ☐

Applicant's
Signature:

--

Date:

D	D
---	---

 /

M	M
---	---

 /

Y	Y	Y	Y
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Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

Appendix 6 Sworn Affidavit



AFFIDAVIT OF

I, _____, of
_____ aged eighteen years and upwards HEREBY MAKE OATH and say as follows:-

I say that I am a student at Dundalk Institute of Technology and I was born on the

_____ day of _____ 20_____ and my PPS Number is _____

and I make this Affidavit with a view to satisfying the Police/Garda Vetting policy of Dundalk Institute of Technology and do so within my own knowledge save where otherwise appears, and whereso appearing I believe the same to be true, and in so doing I am aware that it is an offence to make a statement that is false or misleading in any material respect.

I say and hereby declare that I am aware of and accept the position of trust in which I will be placed by virtue of undertaking my programme of studies. I am also aware that as part of my academic studies I may obtain certain placements. I declare that to the best of my knowledge, information and belief, there is nothing in relation to my conduct, character or personal background of any nature or description whatsoever that will adversely affect the position of trust in which I may be placed by virtue of this placement.

Further I say and declare that by making this affidavit, I shall undertake, as soon as practicable, to bring to the attention of Dundalk Institute of Technology any matter which may adversely affect that position of trust.

Irish Passport No...../

Irish Driving License No

COMMISSIONER FOR OATHS/

PRACTISING SOLICITOR

SCHEDULE

1. FULL DETAILS RE PRIOR CONVICTIONS TO INCLUDE DETAILS OF THE OFFENCE, PENALTY, COURT VENUE AND DATE.

FULL DETAILS RE CURRENT CRIMINAL PROCEEDINGS UNDERWAY

Student Name:

Date:

Appendix 7 Student Work Placement Code of Conduct

The Placement is a central element of your programme of study at Dundalk Institute of Technology (DkIT), and as such the Institute recognises the strong learning value for the student of practical experience in a real life working environment.

This Code of Conduct is to inform students of the professional behaviour expected from them while on Placement. As an academic module, behaviour on placement is directly linked to assessment of performance on placement. Students must also read and adhere to the terms and conditions laid down by their host organisation. Students are also subject to the general DkIT Student Code of Conduct during placement.

Student's Responsibility:

As a placement student you are engaged in a learning process where you will be guided and supported by your Work Supervisor and the staff of the service. You will come into direct contact with clients and their families and will actively participate in work appropriate to your level of knowledge and practical experience, under the supervision and direction of a Work Supervisor.

As your knowledge, skills, experience and competence develop you will increasingly accept more responsibility.

As a student, it is important that you do not undertake work outside of your scope of practice and/or which has not been approved by your Work Supervisor. If you are unsure discuss the matter with your Work Supervisor.

Conduct required of the student whilst on placement

Professionalism

- Approach your work diligently, take responsibility and show a willingness to use your initiative
- Fully adhere to the working practices and terms and conditions of the placement organisation – working conditions, health and safety, confidentiality and child protection
- Ensure that your health and safety needs are met
- Fully adhere to the conditions and procedures for placement stated by DkIT
- You are expected to present yourself in a professional manner
- Ensure your appearance , dress code and personal hygiene complies to the standards set by the host organisation
- Plan effective use of time and prioritise working tasks with appropriate learning outcomes
- Open communication - establish an open and professional working relationships - be respectful of those you are working with
- Supervision – use formal supervision as a way of giving and receiving feedback, supporting reflection and evaluation of your learning experience
- Be accountable and accept responsibility for your actions
- Be aware of your limitations and seek help when necessary
- Student are required to refer to the Document - **Procedures for Dealing with Work Placement Difficulties** available in the Student Placement Handbook for general guidance on the steps to follow if a student / work supervisor experiences difficulties during the placement

Respect

- Always act in a professional, respectful manner with supervisors, colleagues and clients
- Be sensitive and responsive to the needs of the host organisation and its clients
- Monitor the boundaries between professional relationships and personal friendships
- Keep your supervisor and other staff informed of what you are doing at all times
- Use email/internet for work purposes only

- Use the work phone for work purposes only and turn off private mobile during working hours
- Do not loan or give money to service users/clients
- The use of drugs or alcohol by a placement student is a serious breach of conduct and will not be condoned. The use of drugs or alcohol by any student during their placement period will necessitate a disciplinary action
- Attending placement under the influence of alcohol and / or drugs will not be condoned and will necessitate disciplinary action
- Prepare and submit your Placement Portfolio, Assignments and all placement records and documentation on time and in accordance with the stated academic requirements of the named programme of study or the associated penalties will be implemented
- As a student you are required to be proactive about reaching your learning outcomes by direct your own learning

Managing Confidentiality

Confidentiality concerning the client records is an expression of the trust inherent in the Student with a client. You are advised of the following:

- Clearly identify yourself as a student as distinct from an employee when introducing yourself to the client. This applies to all programme and particularly to the following programmes:
 - Veterinary Nursing
 - Health & Physical Activity
 - Early Childhood Studies
 - Social Care
 - Sports, Exercise & Enterprise
 - Community Youth Work
 - Agriculture

- Access to and use of the client records must be with the approval of a Work Supervisor
- Should you wish to refer to an individual client(s) in a written assignment, you must seek permission from your Work Supervisor and you must ensure that you do not in any way identify the client
- Familiarise yourself with the local policy or guidelines with regard to how the confidentiality of records is maintained within the particular placement organisation. Breaches of any professional confidentiality will result in disciplinary action
- Student must adhere and act in accordance with the Data Protection Act 2018 and its governing regulations.). Any breaches of this will result in disciplinary action
- This confidentiality agreement extends to any other information acquired about the placement site, co-workers and clients, whether directly stated to the students or obtained by any other means.

Attendance

- DkIT requires that the student attends the entire duration of their Work Placement and complete the full complement of stated hours.
- Students are required to adhere to the attendance regulations of their specific programmes, the stated penalties will apply to those students that do not comply.
- If a student is unable to attend work placement due to ill health or unavoidable personal circumstances, the student is required to
 - firstly make contact with the host site via phone (text or email is not acceptable) and inform them of;
 - their reason for not attending placement
 - their expected return date/time to placement (where possible)
- Student must then contact the DkIT Placement Office to inform them of same.
- Students must provide copies of medical certificates to the host site and DkIT's Placement Office for any health related absences of 3 days or over.
- Any absences resulting in a shortfall of hours due to health or personal issues must be made up in your own time and with agreement of your host organisation and the Institute.

Child Protection:

DkIT's Child Protection Policy is based on the "Children's First – National Guidelines for the

Protection and Welfare of Children” (2017) and Our Duty to Care – The Principles of Good Practice for the Protection of Children and Young People. The Institute acknowledges that the Child Protection responsibility applies whether the child is a student of the Institute or is otherwise under the care or supervision of Institute staff or students.

DkIT is obliged to report any incident reported to them by a third party in respect of;

- suspicion of child abuse
- child welfare

Staff and students have a responsibility at all times to:

- Refrain from any inappropriate behaviour towards children
- Avoid situations which could give rise to allegations of abuse
- Report bullying of children
- Report disclosures, suspicions or concerns of abuse that relate to children

Children’s First National Guidelines, states that if in the event, that judicial proceedings ensue, protection of the anonymity of the person who has witnessed and/or reported the incident of child abuse/ welfare cannot be guaranteed. Please refer to DkIT’s Child Protection Policy for further information.

Offences:

The following are defined as examples of offences that breach this code of conduct:

- Theft
- Deliberate damage to property
- Fraud or deliberate falsification of documents
- Gross negligence or dereliction of duties
- Gross insubordination
- Incapacity to perform duties due to being under the influence of alcohol, unprescribed drugs or misuse of prescribed medication
- Serious breach of health and safety rules
- Serious abuse of telephone, e-mail and other facilities
- Breaches of confidentiality
- Bullying, sexual harassment or harassment against a member of staff/students
- Violent behaviour towards a member of staff/student, client or member of the public
- Sexual assault
- Viewing/downloading/disseminating pornographic material from the Internet
- Circulation of offensive, obscene or indecent e-mails or text messages

Reporting Offences

- Any complaint about a Placement Student should be made initially to the Placement Officer with responsibility for the related programme of study.
- The Placement Officer will meet to discuss the matter, and if required will request that the issue of concern be put in writing and forwarded to them.
- The Placement Officer will liaise directly with the Head of Department regarding the complaint. If he/she reasonable believes a penalty might be imposed on you under this Code of Discipline he/she will:
 - inform you of the alleged offence
 - verify your student identity, and
 - report the matter to the Disciplinary Officer or their nominee, together with the details of the alleged offence
- If the Disciplinary Officer has decided that a major offence appears to have been committed, the Institute Disciplinary Committee will deal with matter. Please see Appendix A of the DkIT Code of Conduct for Major Offences, Procedures & Penalties
- Please note that any person can report illegal behaviour to the Garda Síochána.

All students who attend work placement as part of their programme of study are obliged to abide by the above Code of Conduct, failure to do so may result in failing placement.

Note: This Code of Conduct does not refer to Nursing & Midwifery students as they are governed by a separate policy.

Appendix 8 Procedures for Dealing with Placement Difficulties

1.1 Procedures to be followed if the Student has concerns about the Work Placement

- 1.1.1** Should a student experience any difficulty during their work placement, they should in the first instance reflect on whether they can personally make any adjustments to their attitude, practice and/or approach to improve/remedy the difficulty.
- 1.1.2** If this does not address the difficulty, the student should inform the Work Placement Supervisor at an appropriate time and in a timely manner. Students are advised to keep a written record of this conversation, as evidence that the issue has been raised with the work placement supervisor.
- 1.1.3** If the problem is not resolved, the student should contact the Institutes' Placement Officer/Academic Supervisor, and will be requested to put the issue of concern in writing and forward to them (Using **Difficulties Report Form**).
- 1.1.4** If necessary, a formal meeting will be arranged by DkIT with the Work Placement Supervisor, Placement Officer/Academic Supervisor and the student to address the problem. An Action Plan will be devised and implemented where appropriate (Using **Action Plan – Addressing Placement Difficulties Form**).

1.2 Procedures to be followed if a Work Placement Supervisor has concerns about the performance of a student

- 1.2.1** In the first instance, the Work Placement Supervisor should review the working environment/ work programme provided to see if any adjustments could be made to improve/remedy the difficulty.
- 1.2.2** If this does not address the concern, the Work Placement Supervisor should address any issues arising with the performance of the student directly with the student at an appropriate time and in a timely manner. This discussion needs to be recorded formally as evidence that the issue has been raised with the student (**Using the Supervision Record Form**).
- 1.2.3** If the problem is not resolved, the Work Placement Supervisor should then contact the DkIT Placement Officer/Academic Supervisor to discuss matters, and will be requested to put the issues of concern in writing and forward to them (Using **Difficulties Report Form**).
- 1.2.4** A formal meeting will be arranged by DkIT involving the student, Work Placement Supervisor and DkIT Placement Officer/Academic Supervisor. An Action Plan will be devised and implemented where appropriate. (Using **Action Plan – Addressing Placement Difficulties Form**).
- 1.2.5** If following the implementation of the Action Plan the problem is still not resolved the student will be requested to attend a formal Placement Performance Review

Meeting (using **Placement Performance Review Meeting** letter) with the Head of Department, an Academic Supervisor and a Placement Officer. The purpose of this meeting is to discuss the area of concern(s) of the students' performance on placement. The outcome of this meeting may result in: No case to answer; A breach of placement procedures resulting in a Fail/Repeat/Deferral; A referral to an alternative DkIT committee e.g. the Institute's Disciplinary Committee or Fitness to Practice

1.3 Procedures to be followed for discontinuing a student placement

- 1.3.1** If the DkIT Placement Officer/Academic Supervisor and the Work Placement Supervisor are unable to find an appropriate solution following the development of an Action Plan, the Head of Department will be informed by the DkIT representative, and the Head of Department will then decide on how to proceed.
- 1.3.2** If interventions fail to remedy the situation, the Work Placement Supervisor in conjunction with the DkIT Placement Officer/Academic Supervisor may decide to discontinue the student's placement.
- 1.3.3** A **Placement Discontinuation Form** must be completed and signed by both the Work Placement Supervisor and the DkIT Placement Officer/Academic Supervisor for any discontinued placement.

1.4 Procedures to be followed if an Academic Supervisor has concerns about the performance of a student which is highlighted as part of a site visit

- 1.4.1** The Academic Supervisor should have an open conversation with the student during the visit, to address the concerns and make a formal note of this discussion. If necessary, the Academic Supervisor should include the Work Supervisor in addressing the issue and complete an Action Plan to address the issues arising. (Using **Action Plan – Addressing Placement Difficulties Form**).

1.5 Procedures to be followed if there is a change in circumstance which results in the inability of the site to continue to host the placement student:

- 1.5.1** The Work Placement Supervisor contact the DkIT Placement Officer/Academic Supervisor to discuss matters, and will be requested to put the details of the change in circumstances resulting in the placement no longer being viable. (Using **Discontinuation Report Form**).

2. Grounds for Failure and Follow up Procedures

1.4 Grounds for Failure of Work Placement and follow up procedures:

The following identify the grounds on which a student will be deemed to fail their Work Placement.

- Students who fail to reach their required learning outcomes/competencies.
- Students who do not comply with the agreed procedure as outlined in (1.1) or who refuse to attend placement in an effort to resolve the identified difficulties.
- Students who discontinue their approved work placement without the formal permission of the DkIT Placement Office.
- Students who do not comply with the requirements of the Student Placement Code of Conduct.

1.5 Failing Learning Outcomes / Competencies:

If a student has failed a work placement on the grounds of not reaching the stated learning outcomes / competencies the process should be as follows:

- 2.1.1 The student needs to meet with the Head of Department and their Placement Officer/Academic Supervisor to consider the identified deficiencies and agree a Development Plan for addressing them.
- 2.1.2 If the host organisation is in agreement and where the programme allows, the placement will be extended for an agreed duration (normally, a minimum of 30% of the original placement period). A new learning contract incorporating the Development Plan must be drawn up for this extended duration and the student is assessed against this at the end of the period.
- 2.1.3 If the student is not permitted to carry out the extended placement for the agreed duration in the original placement site an alternative placement site will be sourced for the student.
- 2.1.4 Each student will normally be permitted 2 attempts within two consecutive academic cycles, including their initial placement opportunity, to successfully complete their work placement. If a student is unsuccessful following 2 attempts they will not be permitted to continue on the programme. It will be student's own responsibility to source placements for repeat opportunities, and these placements will be subject to approval by the Placement Office. Head of Department ultimately has the responsibility for decision on repeat placements.

All failed placements must be recorded on Record of Failed Placements Form.

Appendix 9 Learning Contract

LEARNING CONTRACT

To be completed at induction meeting and signed copy to be submitted to DkIT Placement Office within 1 week of the Work Placement commencement.

STUDENT DETAILS	
Name:	
Phone No:	
E-mail:	
AGENCY DETAILS	
Supervisors name:	
Position within Organisation:	
Phone no:	
E-mail:	
Address of Agency	
Placement dates:	
Working days / hours:	
Student reports to:	
Travel requirements:	
Payment Arrangements (where applicable)	

DkIT specific requirements:

1. Host organisations to ensure students have a safe working environment and to induct students to their Health & Safety and other working practices and procedures.
2. Student to adhere to the Student Work Placement Code of Conduct
3. Dedicated formal supervision –arrangements need to be agreed for Supervisor / student supervision sessions including preparation requirements and frequency.

4. Work Supervisor to sign off on key placement forms – e.g. Attendance & Induction Records
5. Meeting with visiting DkIT academic Supervisor, work placement Supervisor and Student.
6. Completion of Supervisors Report by the Supervisor at the end of placement
7. Completion of Placement Portfolio by the Student

Student's personal and professional learning objectives

Host organisation expectations – please detail

Areas of activity - Tasks should reflect student learning objectives.

Arrangements for supervision – frequency, time, place.

Please note:

- Each Student signs the DkIT Work Placement Code of Conduct and must adhere to terms of this code as well as the working practices and procedures of the host organisation.
- DkIT's Child Protection Policy acknowledges that the Child Protection responsibility applies whether the child is a student of the Institute or is otherwise under the care or supervision of Institute staff or students. If DkIT is made aware of any incidents in respect of a suspicion of child abuse /welfare from a third party, this must be reported by the Institute.

We agree this is an accurate account of our pre-placement meeting:

Signed

Date *(Student, Work Supervisor, DkIT Academic Supervisor)*

Appendix 10 Placement Student Induction Checklist

Student Name		Supervisor Name	
Start Date		Finish Date	

Tick each box when item has been fully explained and understood

Introduction Work Role		Health & Safety	
Introduction to team		Safety Statement overview	
Job role explained		Fire Safety Exits, Evacuation Drill, Assembly Points	
Reporting structure explained		First Aid Procedure	
Hours of work & break times		Accident/Incident Reporting Procedure	
Dress Code/Uniform		Waste Management	
Reporting of absence, late arrivals		Hazardous Material Management	
Telephone usage/mobile phone		Manual Handling Policy	
Post system		Alcohol Policy	
PC/Internet usage policy		No smoking policy & smoking areas	
Security		Identification of Safety Representatives	
Confidentiality/GDPR		Local Safe Work Practices	
Tour of facility/location		Personal Protective Equipment	
		Child Protection Policy	
		COVID-19 Procedures	
		<i>Site specific conditions</i>	
		1.	
		2.	

		3.	
		4.	
		5.	
Local Policy & Procedures		Any Other Area/ Task requiring Induction to this specific site: Please detail below	
Complaints Procedure		1.	
Freedom of Information			
Customer Care		2.	
Record Keeping and Retention			
Garda Vetting		3.	
		4.	
		5.	

To be signed upon completion of Induction.

Supervisor _____ **Date** _____

Student _____ **Date** _____

Appendix 11 DKIT Academic Supervisor – Work Placement Visit Record Sheet

STUDENT NAME: _____ **DATE:** _____

WORK SUPERVISOR: _____

ORGANISATION: _____

		Yes	No
1	During your visit, did you have a 3-way meeting with the Student and Work Supervisor?		
2	Has the Student received orientation/ Induction from their employer?		
3	Did the Student express any concerns about the placement? If YES, provide details below.		
4	Did the Work Supervisor express any concerns about the student's performance, attendance or behaviour? If YES, provide details below.		
5	If concerns were expressed, was an attempt made to resolve them during the visit? Provide details below.		
6	Are there any issues remaining to be resolved following the visit? If YES, provide details below.		
7	Were you satisfied with the level of support provided by the Work Supervisor to the student? If no, please provide details below		
8	Did the Work Supervisor provide relevant opportunity for the student to address work placement learning objectives? If NO, please provide details below		
9	Did the Work Supervisor indicate that the student was adequately prepared for the placement?		
10	Did you discuss attendance with student and supervisor and clarify if there were any concerns relating this from either party?		
11	Did you clarify the assessment procedures and report submission dates with the student and Work Supervisor?		
12	Would you recommend this organisation as an		

	appropriate placement site for future student placements?		
13	Did the host organisation indicate that they would be prepared to take DkIT students in the future?		

Notes:

Academic Supervisor's Signature:

DkIT Position:

Date:

Appendix 12 Pre-Placement Agreement Form

PRE PLACEMENT AGREEMENT FORM

In order to ensure the best working practice between the student, the work placement and the college, we would ask you to read and sign the following agreement.

1. LEARNING ENVIRONMENT & WORKING CONDITIONS:

- We will provide a supportive learning environment where the placement student can address their personal, professional and academic learning objectives and competencies.
- We will provide appropriate office/work space so that the placement student can work effectively and efficiently and can draw upon the organisations resources.
- We will provide with student with orientation materials as necessary to support the student understand the culture and practice of the organisation.
- We will ensure that the student knows their working schedule.
- Should any difficulties arise during this placement, we agree to follow the DkIT procedure for dealing with these difficulties and engage in the process to resolve these issues as outlined in the Placement Handbook.

2. HEALTH & SAFETY:

- We will give the student an induction to the workplace and inform the student of the organisations health and safety statement and all relevant local policies of your organisation.
- We will provide students with health and safety guidelines and procedures in connection to Covid19.

3. SUPPORT & SUPERVISION:

- We will provide a dedicated supervisor to the student for the duration of the placement
- We will have regular formal supervisory meetings with the placement student to discuss progress and give an opportunity to receive and give feedback on the work placement experience and their progress.
- We will give an opportunity to the student to discuss their learning objectives and will give clear guidelines of our expectations of them.
- We will ensure that the student works under supervision at all times.

4. ASSESSMENT & EVALUATION:

- We will liaise with the DKIT academic supervisor together with the student during the course of the placement to discuss the progress of the student, and discuss areas for improvement.
- We will complete the DkIT Assessment/ Evaluation Report on completion of the work placement.

5. GDPR Data Controller Privacy Statement

We the *Placement site* agree to take all measures required pursuant to Article 32 GDPR (Security of Processing) including but not limited to implementing appropriate technical and organisational measures to keep the personal data safe and secure for students from DkIT. When the data is no longer required, eg when the student has completed their period of placement, the *Placement site* will purge/destroy all data held other than what is required for verification of placement purposes. We the *Placement site* also agrees to use the data supplied to it by DkIT only for the purpose for which it was originally collected and shared. All *Placement site* personnel will be fully aware of the need to comply with GDPR regulations especially in the safe and confidential handling and use of personal data and should there be a data breach to contact Dundalk Institute of Technology Placement Office without delay.

I have read this pre-placement agreement and agree to provide the support outlined for DkIT placement students.

Host Site Company Name / Employer:

Signature of supervisor/manager:

Date

Company Stamp

Appendix 13 Work Placement Difficulties Report Form

Work Placement Difficulties Report Form:

Student Name:	
Programme Title:	
Host Organisation:	
Work Supervisor:	
DkIT Academic Supervisor:	
Date Placement Commenced:	
Placement Duration to Date:	
Difficulties:	

Signed: _____

Date: _____

Position: _____

Student Work Placement at Dundalk Institute of Technology

Action Plan – Addressing Placement Difficulties

Student Name: _____

Programme Title: _____

Level of Placement: _____

Placement Site: _____

Duration of Placement: _____

I have read this development plan and understand the contents:

Work Placement Supervisor Signature:		Date:	
Student Signature:		Date:	
Academic Supervisor / Placement Officer Signature:	_____	Date:	

Academic Supervisor informed the DkIT Placement Office that Action Plan initiated:

Yes

☐

No

☐

Date: _____

Action Plan – Addressing Placement Difficulties

The purpose of the Action Plan is to identify, for the student / work supervisor, area(s) of concern which require attention. An Action Plan is initiated by the DkIT Academic Supervisor / Placement Officer in consultation with the student and relevant Work Supervisor. It is intended that the area(s) identified for action will support all parties involved in addressing the named concerns.

DkIT Academic Supervisor / Placement Officer

Please provide information below as to the reasons why an Action Plan was initiated. Include details on the length of time the student has been on placement and the feedback provided to the student / work supervisor including any meetings (formal or informal) held with either party prior to initiation of the Development Plan.

Reasons for Initiating a Development Plan

--

Areas for Action

Issues Identified

--

Actions to be Taken

--

Intended Outcome(s) of Action Plan

--

Agreed Review Period:	
Review Date:	

Record of Review Meeting(s)

Review Meeting

Date:

	Action Area	Achieved/Not Achieved
1		
2		
3		
4		

Evidence of Action Areas achieved / not achieved

Action Area	Evidence provided on achievement / non achievement
1	
2	
3	
4	

Work Placement Supervisor Signature:		Date:	
Student Signature:		Date:	
Academic Supervisor / Placement Officer Signature:		Date:	

- If it is agreed by all parties that the placement should be discontinued then **Discontinuation Report** Form must be completed
- If a student has not achieved the required learning outcomes / competencies a **Record of Failed Placement** must be completed.

Work Placement Discontinuation Report Form

Student Name:	
Programme Title:	
Host Organisation:	
Work Supervisor:	
DkIT Academic Supervisor:	
Date Placement Commenced:	
Date Placement Discontinued:	
Difficulties / Reasons for Discontinuation:	

Signed: _____

Date: _____

Work Supervisor

Record of Failed Placement

Please note this section must be completed for **ALL** failed placements.

Student Name:	
Programme Title:	
Placement Stage:	
Placement Site:	
Work Supervisor	
Duration of Placement:	Start Date: _____ End Date: _____
Development Plan in place:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Student has failed the placement for:

- Failure to reach the required learning outcomes/competencies ☐
- Failure to comply with the agreed DkIT procedures for dealing with placement difficulties ☐
- Discontinuing their approved work placement without formal permission of the DkIT Placement Office ☐
- Students who do not comply with the requirements of the Student Placement Code of Conduct. ☐

Please detail specific information relating to this incident:

Please attached any documentation relating to this incident

Signed by: Head of Department, Placement Officer/ Academic Supervisor, Student

_____ (DATE)

Subject: Placement Performance Review Meeting

From: Head of Department

RE: Placement Performance Review Meeting

Dear <Learner Name>,

I am writing to inform you that there are concerns regarding your performance on placement.

In line with the Dealing with Placement Difficulties Procedure, you are requested to attend a placement performance review meeting on <date> at <time> in <location>. The purpose of this meeting is to discuss the area(s) of concern which are highlighted in the attached Code of Conduct. You are now invited to respond.

This meeting will be chaired by < the **Head of Department** >. A **Placement Officer**> and <an **Academic Supervisor**> will also be present. You are entitled to have a support person accompany you to this meeting if you wish.

The outcome of this meeting may result in:

- No case to answer
- A breach of placement procedures resulting in a Fail/Repeat/Deferral
- A referral to an alternative DkIT committee e.g. the Institute's Disciplinary Committee or Fitness to Practice

Please confirm your attendance at this placement performance meeting to me (<email address>) on or before <date> at <time>. If you fail to attend this placement performance meeting a second meeting will be convened. Should you fail to attend this second meeting, a decision will be taken in your absence.

Yours sincerely,

< **Head of Department**>

Appendix 14 Placement Roles and Responsibilities

Work Placement Supervisor

The Work Placement Supervisor is a key support to the student on placement. This person will provide professional guidance and support for the student so that they can achieve their personal learning objectives and satisfy the placement organisations work tasks. This person will carry out formal supervision and complete a final assessment on the student according to the agreed standards.

Role

The Work Placement Supervisor will:

- Provide work experience compatible with the student's programme of study and professional development.
- Familiarise and sign up to DkIT's Pre Placement Agreement form which outlines the requirements of the placement host site.
- Meet with the student prior to or at the commencement of the placement to agree practical arrangements and to identify and agree learning objectives of the placement.
- Participate in visit meeting with the Academic Supervisor and assist with the monitoring and evaluation of the student's performance.
- Provide a safe working environment and to induct students to their Health & Safety and other working practices and procedures (see [Appendix 10](#) - Induction Checklist).
- Meet with the student on a regular basis for formal supervision to discuss performance and to acknowledge strengths and progress, to discuss difficulties and remedial action.
- If any concern/issues arise follow the Procedures for Placement Difficulties.
- Sign off on the student Hours Record
- Liaise with the Placement Office as and when necessary about the student over the placement duration and particularly if any issues or concerns arise.
- Evaluate the student performance by completing the final Supervisors Evaluation Report.
- Provide a reference for the student if possible.

Student

- Abide fully by the DkIT Student Work Placement Code of Conduct
- Approach your work diligently, take responsibility and show a willingness to use your initiative
- Always act in a professional, respectful manner with supervisors, colleagues and clients.
- Fully adhere to the working practices and terms and conditions of the placement organisation – working conditions, health and safety, confidentiality etc.
- Plan effective use of time, prioritise working tasks that you have responsibility for.
- Open communication - establish an open and professional working relationships - be respectful of those you are working with.
- Be sensitive and responsive to the needs of the agency and its clients.
- Ensure that your health and safety needs are met.
- Keep your supervisor and other staff informed of what you are doing at all times.
- If any concerns/issues arise follow the Procedures for Placement Difficulties.

- Supervision – use formal supervision as a way of giving feedback, supporting reflection and evaluation of your learning experience.
- Be accountable and accept responsibility for your actions.
- Be aware of your limitations and seek help when necessary.
- Fully advise the Placement Office of any changes to the conditions of your working arrangements
- Prepare and submit your written Placement records, Portfolio and Assignments as required to the Institute. Comply with all Erasmus documentation where applicable.
- Be curious of the work environment, make the most of the experience and enjoy it.

Institute's Placement Development Officer

- Work with students to secure an appropriate work placement:
 - Preparation workshops including CV and professional profiling, interview and personal presentation skills, industry research, and appropriate workplace behaviours.
 - Cater to students' individual needs through one to one meetings and mock interviews.
 - Monitoring engagement of students in class sessions, one to ones and submittal of required pre-placement documentation. Students who do not engage will be referred to the Head of Department for a decision on the eligibility to progress to work placement.
 - Contacting potential host sites, selling the idea of a student on work-placement, agreeing on a job specification brief, advertise placements among students , sending student CVs to sites and setting up interviews and when offer is in place putting pre-placement agreements in place.
 - First point of contact for work supervisors and students.
- Ensure the host site meet the standards as per module descriptor.
- Provide Work Supervisors and students with required documentation such as handbook and DkIT placement Insurance.
- Inform and update new and existing Academic Supervisors on the placement processes and procedures.
- Provide guidance on early intervention to address concerns/issues that may arise. If this doesn't remedy the situation, a placement visit will be required and referred to the Academic Supervisor.
- Carry out an evaluation with host sites and students on the work placement experience and supports.
- Provide feedback from Work Supervisor and students to support ongoing programme development.

Institute's Academic Supervisor

- Monitor the practice experience offered to students and ensure it matches the learning outcomes. Check that learning contract is in place with appropriate learning objectives.
- Initiate contact (via email/phone call) to host site and student within the first 4 weeks of start date to check in. For shorter placements, initiate contact within the first 2 weeks of placement.
- Facilitate a midway tri-partite meeting with the work supervisor, student and academic supervisor. A visit must happen for each student and the purpose of this meeting is to review

students' progress and development. A video call should only be used where a face to face visit is not viable.

- Provide guidance on early intervention to address concerns/issues that may arise. If this does not remedy the situation a placement visit will be required.
- Address concerns/issues that may arise during placement referred by the Placement Office by applying the Procedures for Placement Difficulties and make direct contact via phone/site visit. Following the discussion, the appropriate form(s) must be completed such as the Difficulties Form or Action Plan or Discontinuation Form or referral for a Placement Procedures Breach Hearing. Please refer to Work Placement – Common Procedures document for these forms.
- Mark portfolio and assess students learning needs for any future placements or professional progression
- Obtain feedback from Work Supervisor on the fit between the academic course and industry needs and requirements. Present recommendations for change to the Head of Department/Programme Board.

Academic Placement Co-ordinator (where applicable)

- Selected by the Head of Department, this Academic staff member is the main point of contact for the Placement Officer to jointly manage and support the placement process on the programme.
- Liaise with the Placement Officer on practical issues such as co-delivering sessions, timetabling, updating academic assessment, and reviewing handbook.
- Coordinate site visits in conjunction with the Head of Department. Liaise with Head of Department to allocate Academic Supervisors to each placement student.
- Update programme team on placement evaluations and feedback for ongoing programme development.
- In absence of an Academic Placement Coordinator, the Placement Officer will liaise with the Head of Department.

Appendix 15 – Student Remote Working Protocol

Dundalk Institute of Technology Student Remote Working Protocol

Version 1.0 Dated July, 2020

1. Purpose ²

The purpose of the protocol is to provide guidance and support to all parties involved in placement i.e. placement students, host sites and DkIT staff operating remotely, either on a partial or full-time basis, during the placement.

2. Definitions

For the purpose of this protocol, remote working will mean carrying out the day to day functions associated with the placement as assigned by the Work Supervisor away from the host site.

3. Scope

This protocol has been developed to provide guidance and support to placement students and host sites. This protocol has been introduced as a result of the COVID-19 outbreak and the guidelines issued by the government of the Return to Work Safely Protocols specific to the COVID-19 outbreak. This protocol will be implemented in conjunction with existing DkIT Placement policies and procedures.

4. Principles

The information below is designed to support all parties involved in remote working placements. COVID-19 has led to an increase in remote working placements. Working in a remote environment must maintain the same standards as on-site placements.

The COVID-19 Pandemic was unprecedented in modern times and it is normal that students and their families and host sites continue to feel worried and anxious as there are still continuing levels of uncertainty. DkIT is very appreciative of the hard work of all of its students, and the patience of all parties, in ensuring that DkIT continues to operate as normally as possible.

² Derogation from the remote Working Protocol may include professionally accredited programmes e.g. in BA (Hons) in Social Care

DkIT's priority continues to be the health and wellbeing of our community. All students must keep in regular contact with their Work Supervisor, Placement Officer and Academic Supervisor.

If any student or Work Supervisor has a specific concern in relation to working from home, you should speak to your Placement Officer.

All related documents and forms are subject to amendment.

5. Operational Considerations

Work Supervisors should consider the following before approving a remote working or partial working arrangement:

- Business needs of the host sites and whether all or part of the work can be carried out remotely.
- Type, volume and suitability for the work to be carried out in the home environment.
- Practical, security and technical requirements to allow placement students to carry out work from home.
- Please check if placement students have any concerns about their ability to carry out work from their home. Depending on the student's facilities at their home it may not be possible for some students to work from home. Alternative working arrangements may be considered, such as an alternative work location and an alternative work pattern.
- If there are essential needs of the business area where the student needs to attend the host site, please follow social distance guidelines.
- The impact on other staff within the functional area.
- Whether a laptop, has the latest security patches and anti-virus updates, with access to appropriate software to support regular work activities.

6. Roles and Responsibilities related to remote working

Work Supervisors are required to

- Maintain regular check-ins with placement students working remotely and not just on work activities. It is important to check that all students have no issues during this time.
- Continue to provide support when requested by placement student.
- Ensure that the health and safety of students are met as per the pre-placement agreements.
- Maintain confidentiality if a placement student reports symptoms or tests positive for COVID -19. Exceptions to this would be where another colleague needs to be informed for the purposes of contact tracing. Please refer to the Government Tracing Policy for further information on these situations
- Encourage students to utilise online resources that have been developed to support them.
- Keep up to date with HSE guidelines.

Placement Student are required to

- Keep in regular contact with your Work Supervisor and other work colleagues
- Provide support to other work colleagues and Work Supervisor as required

- Ensure that you have read and adhere to all Host Organisation's policies and guidelines in relation to remote working
- Be flexible in your approach to working, this may require taking on tasks which may not form part of your normal day to day duties but will fall within your skill set or level of expertise
- Be realistic about workloads. If you need support, you should speak to your Work Supervisor
- All students must submit the required work placement records and documentation specified as per the programme criteria and by the stated deadline.
- At all times treat everyone with dignity and respect

Placement Officer Support

- Provide policy and general advice and guidance to Work Supervisors and placement students
- Point of contact in relation to any queries, challenges or concerns that may arise on work placement
- Liaise with the Academic Supervisor relating to placement assessment

6.1 Working hours for placement students

a. Flexibility to working hours

While working from home, it is expected that placement students will continue to work their contractual hours as documented in the Learning Contract. If anyone has any difficulty working their current hours of placement in either circumstance, they should discuss this immediately with their direct Work Supervisor.

b. Rest breaks

It is very important for students working from home that regular breaks are taken as there can be a tendency to not do so. While working from home, it is likely that individuals will have more screen time than normal, and it is recommended that you take regular breaks away from the screen and your desk. It is very important from a health and wellbeing prospective and good practice to get up and move around for a few minutes.

6.2 Managing absences while working remotely

The DkIT Placement Code of Conduct will continue to apply to all placement students regardless of their working arrangements. A link to the Code of Conduct is provided below:

https://www.dkit.ie/assets/uploads/documents/Careers_Resources/Policies/DkIT_Student_Placement_Code_of_Conduct.pdf

If a student is unable to attend work placement due to ill health or unavoidable personal circumstances, the student is required to:

- firstly make contact with the host site via phone (text or email not acceptable) and inform them of;

- their reason for not attending placement
- their expected return date/time to placement (where possible)

Student must then contact the DkIT Placement Office to inform them of same.

Students must provide copies of medical certificates to the host site and DkIT's Placement Office for any health related absences of 3 days or over.

Any absences resulting in a shortfall of hours due to health or personal issues must be made up in your own time and with agreement of your host organisation and DkIT.

6.3 Mental Health and Wellbeing

Looking after your mental health is of paramount importance and to support you a number of guides have been developed. A number of supports are available to all students in relation to Minding Your Mental Wellbeing during the COVID-19 Crisis including free counselling service.

<https://www.dkit.ie/student-life/student-supports/health-and-wellbeing.html>

The HSE and HSA have also developed guidelines for keeping mentally well during the ongoing COVID-19 crisis while staff and students are working totally or partially from home. A link to these is also provided.

www.hse.ie

www.hsa.ie

6.4 Keep up healthy routines

While some of us may not be able to keep up our normal routines, it is important to maintain a balance between working life and your own personal time.

The HSE advises on the following to try and keep a healthy routine,

- exercise regularly, especially walking - you can do this even if you need to self-quarantine
- keep regular sleep routines
- maintain a healthy, balanced diet
- avoid excess alcohol
- practice relaxation techniques such as breathing exercises
- read a book.

6.5 Productivity Tips

For many, working from home is a new way of working. It is important to keep structures and routines in place so that you can stay motivated and productive. This includes

- Finding a comfortable dedicated workspace where, if possible, a space where you can close the door to avoid distractions

- Developing a work plan by making a list at the end of each day of the tasks that you need to focus on for the following day
- Thinking about the methods of communication that you will use e.g. TEAMS, Zoom, Google Meet and Skype. The normal traditional channels such as email and telephone also work well depending on the level on engagement that is required.
- Keep in regular contact with your work colleagues, as working from home can be isolating. Arrange daily check-ins with your Work Supervisor/team members.

6.6 Data Security

Where possible, the host site should provide the resources for remote working. While placement students are working remotely, it is even more important and special attention is required to keep data security, integrity and confidentiality in mind when processing personal data. The host organisation's IT and GDPR Policy continues to apply regardless of where the placement student is working. DkIT does not provide insurance cover to any property held in an employee's home irrespective of whether or not home working is engaged in.

6.7 Health and Safety

It is the individual placement student's responsibility to ensure that they are not working in a hazardous environment which would put themselves and others at risk whilst working at home during this arrangement e.g. loose cables, electrical faults. If the placement student has any safety concern regarding working from home, they should contact their Placement Officer.

Please refer to the Health and Safety Authority website (link below) for FAQ's for employers and employees in relation to remote working.

https://hsa.ie/eng/topics/covid-19/covid19_faqs_for_employers_and_employees_in_relation_to_homeworking_on_a_temporary_basis/faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19_.html

6.8 Existing policies and procedures

All DkIT placement policies and procedures continue to apply while a placement student is working remotely.

7. Nature of Arrangements

The following should be agreed via the Learning Contract in advance of any remote or partial remote working arrangement commencing:

- Duration of the arrangement, anticipated start and if possible an end date and an agreed review date.
- Nature and details of the work to be completed by the placement student while working remotely. Agreement on regular contact times and communication modes between student

and Work Supervisor (e.g. email, mobile, landline or video conferencing). Regular contact should be maintained as normal. Ideally, students would work a normal routine in the home environment.

- Expectation and arrangements about technical support.

Careers & Employability Team July, 2020