

<b>DUNDALK INSTITUTE OF TECHNOLOGY</b> <b>Placement Office and Department of Humanities</b> <b>WORK PLACEMENT FOR SOCIAL CARE – COMMON POLICIES AND PROCEDURES</b>					
<b>Date Approved</b>	20/06/2025	<b>Date Policy will take effect</b>	01/09/2025	<b>Date of Next Review</b>	01/09/2028
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# **Work Placement Programme – Areas for Common Procedures**

## **Foreward**

In late 2021, the BA (Hons) in Social Care at Dundalk IT (hereafter DkIT) will be assessed by CORU, the newly established multi-profession health regulator, for validation to allow graduates to register as social care professionals. Under the terms of CORU's Criteria for Education and Training Bodies, Practice Placements must be integral to the programme. Staff on the BA (Hons) in Social Care and the Placement Office at DkIT have consistently worked together to ensure the quality of placement for students (See Appendix 1, Programme Template, Work Placement Details). Now, the existing placement policies and procedures are being brought together here, in this adaptation of the Placement Procedures manual, brought for consideration by Academic Council in June 2019 and updated in February 2021.

The document draws on the practical experience of the Careers & Employability Centre, Academic Schools and Student Services, along with resources from colleagues in the Irish Association of Social Care Educators, in implementing a multi-layered approach to Social Care placement.

Work placement within the Institute requires clear structures 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

Work Placement is a partnership arrangement between 3 parties – the student, the social care agency and DkIT.

## **Glossary of Terms**

**Professional Practice Placement Coordinator:** an academic staff member from DkIT with responsibility for sourcing, arranging, managing and monitoring placements. The Coordinator maintains oversight of the placement arrangements for each Social Care Student Practitioner to ensure the practice learning requirements and profession-specific proficiencies are met on placement.

**Practice Educator:** The individual nominated by the host social care agency to be the practice supervisor of the Student Practitioner while on placement. This individual will be registered, or be eligible to register, with CORU as a social care professional. The practice educator is responsible for maintaining a strong educational environment for the student practitioner, to enable the student practitioner to gain the competencies and proficiencies in social care, as described on CORU guidelines.

**Placement Officer:** A member of staff from DkIT's Placement Office, who is responsible for the provision of several pre-placement workshops.

**Academic Supervisor:** a member of the social care programme team from DkIT who undertakes to visit and supervise the work of the student while on placement

# Section 1: Student

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## 1.1. Admissions & Orientation Procedures

### 1.1.1. Pre-Admissions Information

All Social Care students are required to attend placement as part of their programme of study and therefore, 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 (see: Appendix 2).

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 sessions for the 1<sup>st</sup> year class group of Social Care students.

The Department of Humanities will ensure that students are appraised of the specific placement criteria and levels of documentation necessary, as part of two modules – ‘Preparation for Professional Practice’ and ‘Developing Professional Practice’ - which are embedded in the two semesters, prior to placement, for students. This will be supported by dedicated placement workshops provided by DkIT’s Placement Office. Any additional information will be made available via the Institute’s VLE and on the Department of Humanities’ webpage.

### 1.1.2. Registration Letter

The Registration Letter sent to incoming 1<sup>st</sup> year students will outline that all students who accept a place on the Social Care programme will be required to adhere to the DkIT Work Placement Terms & Conditions, Class Attendance Policy, Practice Placement Attendance Policy, the Student Code of Conduct, Fitness to Practise Policy and undergo Garda Vetting. This letter will state 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](https://www.dkit.ie/assets/uploads/documents/Careers_Resources/Policies/DkIT_Careers_Terms_&_Conditions_for_Placement.pdf)

## 1.2. Post Registration

### 1.2.1. Work Placement Induction Session

Under DkIT's Placement Guidelines, 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 Social Care Professional Practice Placement Coordinator and a Placement Officer of DkIT.

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. If students do not agree to these terms and conditions, they will not be able to progress to placement.

### 1.2.2. Preparation for Work Placement

All students will complete two modules – 'Preparation for Professional Practice' and 'Developing Professional Practice' – in Semester 2, Year 1 and Semester 1, Year 3. These modules aim to equip students in progressing proficiencies in social care skills, application of theory and regulatory standards to practice. (see: <https://courses.dkit.ie/index.cfm/page/module/moduleId/56878> and <https://courses.dkit.ie/index.cfm/page/module/moduleId/56896> )

In addition, there will be a minimum of 4 scheduled Placement Preparation Sessions/workshops with associated activities for the students to complete (see table below).

Compulsory Workshop	Expected Student Outcome /Associated Activity
1. Placement Overview & Industry Research	<ul style="list-style-type: none"><li>• Agree to work placement terms and conditions via Moodle</li><li>• Carry out research on possible placement sites</li></ul>
2. CV and Personal Profile	<ul style="list-style-type: none"><li>• Complete profile via Moodle</li><li>• Job ready CV uploaded via Moodle</li></ul>
3. Interview & Personal Presentation skills	<ul style="list-style-type: none"><li>• Attend one-to-ones to discuss placement and a mock interview</li></ul>
4. Workplace Behaviour & Assessment	<ul style="list-style-type: none"><li>• Agree to code of conduct via Moodle</li></ul>



	<ul style="list-style-type: none"> <li>• Discuss potential workplace behaviour scenarios and consider implications or solutions</li> </ul>
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These will be scheduled into the official student timetable under the direction of the Head of Department of Humanities.

### **1.2.3. 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 engage fully 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 Professional Practice Placement Coordinator and Placement Office. Students who do not engage will be referred to the Head of Department for decision on eligibility to progress to placement. Students must also successfully complete, and pass, co-requisite modules i.e. Preparation for Professional Practice to attend Professional Practice Placement 1 and Developing Professional Practice to attend Professional Practice Placement 2.

## **1.3. Health & Safety Requirements:**

### **1.3.1. Manual Handling, Occupational First Aid, Open Disclosure and Children First Training**

Manual Handling and Occupational First Aid training is a pre-requisite for attending placement on the Social Care programme. In these cases, students must attend the officially timetabled 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. Evidence of certification must be submitted to the Professional Practice Placement Coordinator by 1 September of the academic year in which placement takes place.

In circumstances where students have already completed certified manual handling or occupational first aid training external to DkIT, they will need to provide a copy of the Certificate awarded to them (stating name of student, validation date and awarding body) to the Professional Practice Placement Coordinator by 1 September of the academic year in which placement takes place.

All students will undertake Children First Training prior to attending their first professional practice placement. In addition, all students must complete Open Disclosure Training via HSEland and confirm completion of the same to the Professional Practice Placement Coordinator by submitting a copy of the certification by 1 September prior to placement commencement.

### **1.3.2. Vaccinations**

The Department recommends that students are protected against Covid-19, Hepatitis B, Tuberculosis (TB), Mumps, Measles & Rubella (MMR) and Varicella (Chicken Pox). There may be other vaccinations recommended depending on placement opportunities. 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.

Students satisfy the recommendations 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. Verified copy of Medical Vaccination Certification Record
3. DkIT Vaccination Form (stamped/ signed 3 times by the administering Health Professional for Hepatitis B. In the case of Hepatitis B, the 3<sup>rd</sup> vaccination is a booster, so students can be permitted to attend placement with 2 injections.

(See Appendix 3 – Sample DkIT Vaccination Record Form)

Students must also satisfy the recommendations for Covid-19 vaccination, where this is recommended. Therefore, they should furnish a copy of their official HSE vaccination certificate.

Completed forms must be submitted by the student to the Professional Practice Placement Coordinator on, or before, the stated submission date in order to be approved to attend placement.

In certain special circumstances, where it is contra-indicated on medical grounds that a student should not receive a vaccination, the student shall provide a letter from their GP/Medical Professional confirming this. In such circumstances, students are made aware by the Professional Practice Placement Coordinator that they are attending placement at their own risk and that they are limiting the range of placement opportunities open to them.

### **1.3.3. Other Health Conditions / Personal issues that may impact attending/ completing work placement**

The onus is on the student to disclose as soon as possible, any pending difficulty/diagnosis that may impact upon their placement so that appropriate measures may be taken to support the student. If the student discloses a verified disability they will be advised to liaise with the disability service at DkIT so that reasonable accommodations and supports can be further discussed if necessitated. If a student has any health conditions/ concerns which may impact on their attendance on, and completion of, the placement module they must inform the Professional Practice Placement Coordinator and Head of Department and provide a written statement from their GP stating that they are fit to attend and complete the work placement.

Students with health conditions/concerns will be advised that DkIT will aim to provide reasonable accommodation, where practicable, in securing a suitable placement, but depending on the nature of the health condition/concern, their choice and/or availability of placements may be impacted (i.e. in the case of notifiable diseases or conditions).

#### **1.3.4. Pregnancy**

Students who are pregnant are strongly advised to inform the Head of Department, as soon as possible after they are aware of their pregnancy. They should submit a letter from their midwife/obstetrician or GP to confirm their pregnancy and expected due date of their baby. A risk assessment will be conducted, by the Head of Department or nominee, to establish if any elements of the placement may pose a risk to their safety or that their baby. If required, the student may be sent for a further assessment by the Institute's Occupational Health Physician. Students will be required to take the statutory maternity leave period before, and following the, birth of their child and must be declared fit by their GP before a return to placement will be considered. Evidence of their fitness to return to placement must be provided to the Head of Department and their academic supervisor prior to their return to placement. A follow-up risk assessment must also take place.

#### **1.3.5. Garda Vetting**

Police / Garda Vetting is a pre-requisite for attending placement on the Social Care programme. In these cases, the students must adhere fully to the Garda Vetting process. Approval from DkIT to attend placement is subject to the outcome of the Garda Vetting process. (See Appendix 4, Garda Vetting Policy under review - <https://www.dkit.ie/system/files/Garda%20Vetting%20Policy%20for%20Students%2029%20June%202013.pdf>)

The Garda Vetting for each student on the BA (Hons) in Social Care will be processed in their first year of study. They may also be required to undergo Garda Vetting separately by their host social care agency. It is the responsibility of the student to comply with the Garda Vetting procedures of DkIT and the host social care agency.

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 student's 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** may be accepted for those students who, in an exceptional circumstance, are unable to provide police vetting for their previous countries of residence (See Appendix 5 for sample sworn affidavit).

#### **1.3.5.1. Process for completing the Garda Vetting:**

The Professional Practice Placement Coordinator, or Head of Department, will provide the names of the first-year class group to the Institute's Garda Vetting Officer, so as to begin the process of Garda Vetting. It is the responsibility of each student to comply with instructions from the Garda Vetting Officer

The Professional Practice Placement Coordinator will seek confirmation from the Garda Vetting Officer that students are vetted and eligible for placement.

### **1.4. Student Work Placement Insurance**

DkIT is covered for students who attend placement and we provide a copy of Work Placement Insurance Cover to the host site in such instances. For placement outside of Ireland, students must provide proof to the Professional Practice Placement Coordinator of travel insurance and health insurance for the duration of their placement. The Professional Practice Placement Coordinator may also seek evidence that the host site has employer insurance cover that will indemnify the placement student. During the Covid-19 pandemic, no overseas placements are permitted for students of the Institute. Under the advice of DkIT Insurance Brokers student placements are covered under DkIT's Public Liability. As outlined below:

#### *Public Liability*

*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 online. 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.*

DkIT has Memoranda of Understanding in place with all approved placement sites. Students should also be covered by the Host Sites Employers Liability Insurance.

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

#### **1.4.1. Students using their own transport**

As outlined in the Placement Terms & Conditions Document - If students are using their own transport as part of their work placement, they must be fully licensed and insured and comply fully with the Road Traffic Act. The Department of Humanities and DkIT does not accept any

responsibility for incidents related to use of students' personal transport as part of work placement.

### **1.5. 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 6)

The Registration Letter sent to incoming 1<sup>st</sup> year students will outline that all students who accept a place on the Social Care programme will be required to adhere to the DkIT Work Placement Terms & Conditions and Placement Code of Conduct. This letter will state 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](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 Professional Practice Placement Coordinator within Preparation for Professional Practice classes in advance of attending placement. The Professional Practice Placement Coordinator will 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 will not be permitted to attend placement unless they have signed/accepted the Code of Conduct on Moodle.

The DkIT Student Code of Conduct and Fitness to Practise policy for Social Care also apply to work placement students. Any breaches of, or concerns under, these policies will be dealt with in accordance with the complaints and disciplinary or fitness or practise procedures. These may have regulatory implications for a student found in breach of the same.

### **1.6. Process in Securing Work Placements**

All Social Care placement sites will be selected in accordance with the legislative requirements of the Health and Social Care Professionals Act 2005, as amended, including the Criteria for Education and Training Programmes, as provided by the Social Care Workers Registration Boards pursuant to its powers under said Act (see below: Selection Criteria for Placement Sites for Social Care).

All placements need to take place in a professional and supervised setting, where the student's learning needs, as well as health and safety requirements, are met.

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 selects based on considering student CV
- Interview based – host organisation selects 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 interviews with several placement organisations, they must accept the first offer made. They are not permitted to hold out for a potential offer from the other organisations.

Students who fail to engage in the process of securing placements, or who do not meet the pre-placement requirements, will not be facilitated to progress to placement. These students will be referred to the Head of Department, who will determine what the follow-up process may be i.e. repeat assessments; deferral of academic semester, or year; or other appropriate processes.

All students must complete a practice placement contract, prior to starting their placement (Appendix 9).

## **1.7. Student Support, Supervision & Assessment**

### **1.7.1. Site Visits by Academic Staff**

The Head of Department has the responsibility of allocating academic staff to carry out the support, supervision and assessment of placement students. A dedicated Professional Practice Placement Coordinator supports the management of placement for students.

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 practice educator over the course of the placement to ensure that the placement is progressing well for all parties involved.

The assessment of the students under the Social Care Programme is shared with the host organisation ie:

Social care practice is assessed by practice educators  
Academic assessment is performed by academic staff

Therefore, there must be a minimum of two tripartite meetings between the DkIT Academic Supervisor, student and practice educator over the course of the placement to discuss:

- the learning experience,
- assess the student's progress and development in attaining the learning objectives and standards of proficiency as aligned to placement,
- discuss and/or carry out formal assessment,
- identify any issues of concern from either the student or the practice educator

- set goals for the remaining time, which will assist the student in becoming proficient in the remaining identified standards of proficiency.

This discussion should be formally recorded and the record kept on the students file (see Appendices 10 and 11).

This contact will normally be carried out by visit. However, where this is impractical this contact will be made via internet facilities.

### **1.7.2. Work Placement Assessment Structure:**

Two professional practice placements are included within the Social Care programme.

A Practice Educators Evaluation Report forms part of the assessment of both modules and is a Pass/Fail assessment.

The assessment structure is based on evidence of the student having met the learning outcomes and standards of proficiency attached to the module. This comprises the following assessment types, and provides evidence of how relevant standards of proficiency have been achieved:

- graded assessment, first placement - two oral examinations, practice placement portfolio and placement review presentation
- graded assessment, second placement - two oral examinations, practice placement portfolio and student led discussion

Students must successfully complete all assessment types in order to pass the work placement module.

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

## **1.8. Procedures for Dealing with Placement Difficulties**

Please see Appendices 7 and 8 for details on dealing with difficulties arising on placement. These may include, but are not limited to: poor attendance; poor timekeeping; safety issues; breach of policies.

## **1.9. 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 Professional Practice Placement Coordinator.
- Students who fail to meet the minimum attendance requirement for placement, as per the Social Care Placement Attendance Policy.
- Students who do not comply with the requirements of the Student Placement Code of Conduct (see Appendix 6).

### **1.10. Failing Learning Outcomes / Standards of Proficiencies**

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, the Professional Practice Placement Coordinator and their 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 Professional Practice Placement Coordinator.
- 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. The student will work closely with the Professional Practice Placement Coordinator to source a new placement. The Head of Department ultimately has the responsibility for decision on repeat placements.
- Where difficulties have been identified the academic supervisor will offer additional supports and monitoring to enable the student to reach their full potential. The academic supervisor will remind the student of the range of health, pastoral care and wellbeing services within the Institute, which may also offer additional support.

### **1.11. Payment Policy**

Students should not be in receipt of payment during placement.



## Section 2: Placement Host/ Employer

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### 2.1. Selection of Sites

DkIT recognises the central role of placement hosts in the placement experience of the student. As a result, and in line with the criteria set down for practice placement by CORU, the following guidelines apply in relation to the selection of sites; the maintenance of placement standards; the pre-placement phase; the placement phase; and post-placement phase.

CORU, as the multi-profession regulator for health and social care, have defined Criteria for Education Providers relating to placement governance and management. These criteria must be in place to ensure that practice placement remains the most integral part of social care programmes and that students meet the standards of proficiency required to enter the profession. To fulfil this obligation, DkIT has a system of selecting, approving and monitoring practice placement sites. This process involves all relevant stakeholders, including students, academic supervisors, the Professional Practice Placement Coordinator, practice educators, and service users.

The following criteria are applied to the selection of placement sites for the BA (Hons) in Social Care:

- (i) All placement sites will be involved in social care practice.
- (ii) All placement sites will sign a formal memorandum of understanding with DkIT.
- (iii) All placement sites will undertake to support a DkIT student to obtain the standard of proficiencies required for social care practice. This includes providing for a minimum of 400 hours of practice placement (excluding breaks or study time). In so doing, they will ensure they have the both the facilities, and personnel, to support the student in placement.
- (iv) All placement sites will nominate a practice educator who is a social care worker; holds a relevant qualification; has three years of post-qualification experience; and who is eligible to register with CORU on the opening of the register in 2023. On completion of their registration, the practice educator will provide their CORU registration number to DkIT.
- (v) The practice educator will attend a Practice Educator Training Workshop, provided by DkIT. This training will introduce practice educators to, and support them, in the processes of supervision, learning, teaching and assessment. It will also introduce them to the DkIT's policies and procedures for professional practice placements in social care. Furthermore, the workshop will explore the learning outcomes and standards of proficiency, expected to be gained by the student from practice placement.
- (vi) The social care agency will undertake to provide students with an induction to their organisation. This should include health and safety training, as well as any specific training required by the host organisation. The student should also be provided with

- all written policies and regulations pertaining to their role and in relation to their supervision.
- (vii) The practice educator will undertake to meet the student weekly to answer queries and provide feedback. This is a central part of student learning, as they begin to translate theory to practice and build their proficiencies. These weekly meetings will contribute to the practice educator's final evaluation report, as set out in the assessment procedures for placement. They will also contribute to the reflective learning requirements for student portfolio work.
  - (viii) The practice educator, and their organisation, will support the student to engage in 'real-world' learning, by offering opportunities that are reflective of the day-to-day work of a social care worker. They will not, however, assign the work of an employee to the student.
  - (ix) The practice educator will inform DkIT of any concerns regarding the student's performance, wellbeing or discipline, as early as possible. DkIT will work with the organisation to address any issues arising through the procedures for dealing with difficulties on placement.
  - (x) The social care agency will undertake to inform DkIT of any health and safety incidents or accidents as early as possible after the incident has occurred.
  - (xi) Practice Educators will return the required evaluation reports to DkIT at the end of placement.
  - (xii) The social care agency will continue to uphold all elements of their memorandum of understanding with DkIT and their legislative obligations, relating to liability and insurance cover, health and safety and data protection, when dealing with student information.

## 2.2. Pre-Placement

Prior to the commencement of placement, DkIT will work with the practice educator to put in place all the necessary steps to ensure clear understanding of roles for all stakeholders involved.

**1. Formal written Memorandum of Understanding** between DkIT and the placement host agency. (Criterion 2.4). Memorandum of Understanding signed by the President of DkIT and the social care agency (Director of Services/HR Manager/Training Manager)

### 2. Placement Preparation and allocation of students to placement sites

- (i) Students will have completed two pre-placement modules – Preparation for Professional Practice and Developing Professional Practice – prior to professional practice placement 1 and professional practice placement 2, respectively. In addition, students will also attend placement workshops, which will introduce them to areas such as CV and interview preparation and the placement code of conduct.

- (ii) The Professional Practice Placement Coordinator will engage practice educators to attend classes to provide an overview of different services to students. This will help them make an informed choice about the area of practice they would like to work in.
- (iii) The students complete their Placement Profile Form
- (iv) The Professional Practice Placement Coordinator works collaboratively with the student and placement sites to secure a place in line with the student's area of interest and in line with the student's development needs and attainment of the standards of proficiency. Where a student's preferred site is unavailable, priority will be given to securing a site within the same area of practice.

**3. Pre-placement meeting (face-to-face or telephone) between Professional Practice Placement Coordinator and Practice Educator to set up placement opportunity.**

- (i) Following the matching of a student to a site, the Professional Practice Placement Coordinator will meet with the potential practice educator to set up the placement opportunity.
- (ii) At this meeting, the practice educator, if new, will be introduced to the policies and procedures for placement and the student placement profile. New practice educators will be invited to a practice educator's training workshop.
- (iii) Following this meeting, the practice educator will be sent a pre-placement agreement form for the individual student (See appendix 14).

**4. Meeting between Professional Practice Placement Coordinator and Student (face-to-face or telephone).**

- (i) The Professional Practice Placement Coordinator will meet with the student to give them an overview of their placement site.
- (ii) They will remind the student about the requirements for placement.

**5. Formal Training for Practice Educator**

Workshop provided by DkIT to include an introduction to supervision, learning, teaching, and assessment. The workshop will also include an introduction to the placement policies and procedures of DkIT, the fitness to practise policy, the placement attendance policy, and the criteria and standards of proficiency, as set by CORU

The workshop will also introduce practice educators to the practical procedures for placement, including, but not confined to:

- (i) An overview of the programme – aim of programme, career options for students, modules covered etc
- (ii) Purpose of the placement,
- (iii) Key students learning objectives,
- (iv) Types of practical activities the student should be involved in
- (v) Roles and responsibilities of the host organisation
  - Support & Supervision of Student

- Induction & Health & Safety (including Covid-19 protocols)
- Teaching and Assessment
- Participation in site visits
- Insurance Issues
- Payment Policy
- (vi) Practical Details of Placements – dates, duration, hours per week, practice educators
- (vii) Work Placement Handbooks, assessment forms and DkIT insurance forms, will be circulated to all organisations that are participating in the work placement programme.

#### **6. Student Final Pre-Placement Workshop/Tutorial**

- (i) All students will be required to attend a pre-placement workshop/tutorial, in which all policies and procedures for placement will be re-emphasised.
- (ii) Students will be advised about the circumstances in which they should contact their academic supervisor outside of tripartite meetings.
- (iii) Students will be reminded about the Student Services that are still available to them, while they are not on campus, should they have any medical, wellbeing or academic concerns.

### **2.3. During Placement**

- The social care agency will have a central point of contact to raise any queries, concerns and placement related issues ie. Academic Supervisor
- Academic supervisors, or the Professional Practice Placement Coordinator, will email their placement students within the first two weeks of placement to ensure the placement setting is suitable and the student is settling into placement.
- Social care agencies have the responsibility to provide a healthy and safe working environment for the student. The agency should provide the student with a full induction to their organisation and their expectations from the student within their role as a placement student.
- The social care agency, through their practice educator, will continue to fulfil the teaching, learning and assessment requirements of DkIT. They will participate in two tripartite meetings and submit their final student evaluation reports in a timely manner.
- Academic supervisors will arrange two tripartite meetings during the placement to monitor student progress and to facilitate learning, by agreeing placement goals and milestones. These will take place as follows: the first during weeks 3-6 of placement; the second during weeks 9-12 of placement.

- Academic supervisors will remain available to both the practice educator and student throughout the final weeks of placement to address any concerns regarding learning outcomes, standards of proficiency and the final evaluation report.
- Practice educators and academic supervisors can request additional tripartite meetings should any concerns arise on placement. These will be facilitated by the academic supervisor. Any additional supports required will be provided by the academic supervisor and/or Professional Practice Placement Coordinator, in as far as possible. These concerns may include, but are not limited to: failure to adhere to the placement code of conduct; health and safety concerns; fitness to practise concerns; practice educator or student illness; failure to meet learning objectives and standards of proficiency (see: section 1.10. Procedures for dealing with Placement Difficulties)

## **2.4. After Placement/Review**

Following the end of the formal placement works, DkIT will continue to liaise with the placement site to ensure the completion of final assessment details and review.

- The Professional Practice Placement Coordinator will follow up with the practice educator by email at the end of placement to give them the opportunity to raise any concerns or feedback.
- The Professional Practice Placement Coordinator will follow up with students' post-placement to give them the opportunity to raise any concerns or feedback.

## Section 3: DkIT

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### 3.1. Monitoring and Review of Placements

DkIT is committed to ensuring that all placement sites continue to offer quality placement opportunities to students, which meet both the learning outcomes and standards of proficiency attached to placement. To do this, DkIT has a robust review process for placement.

#### 3.1.1. Placement and Standards Review Process

1. Formal Memorandum of Understanding signed between the President, DkIT and the social care agency
2. Review, and re-signing, of Memorandum of Understanding during Year 3
3. Review of placement site, by Academic Practice Placement Coordinator, during Year 3 (see appendix 13)
4. Practice Educator Form (see appendix 15)
5. Placement evaluation conducted by the Academic Practice Placement Coordinator when adding a new placement site to the list of approved placements.
6. Individual student placement agreement forms, which includes details relating the requirements to be met, the role description and health and safety statements (including adherence to Covid-19 protocols). These are signed by the social care agency manager/practice educator.
7. Site visit (s) by academic supervisor and their feedback form
8. Feedback from practice educators during tripartite meeting visit
9. Student Placement Feedback Form
10. Practice Educator's Feedback Form
11. Service Users Feedback Form
12. Social Care Advisory Panel

All partners in placement are a party to the review process.

#### Student

- Students complete a Student Placement Feedback Form at the end of each professional practice placement. This forms part of the Professional Practice Placement Coordinator's assessment of the continued suitability of the site for placement.
- The academic supervisor will email/phone the placement/practice educator and student within the opening weeks of placement.
- Students are given an opportunity to speak to their academic supervisor at the end of each tri-partite meeting in relation to any issues arising. They are, however,

encouraged to raise concerns at any time that the need arises throughout their placement.

- Students discuss placement experiences at a college recall day midway through the placement. Any issues arising from placement can be discussed during these sessions.
- Students are offered an opportunity to meet with their academic supervisor and/or Professional Practice Placement Coordinator during the college recall day.
- Students are encouraged to liaise with previous students who conducted placements in similar settings to exchange placement experiences.

### **DkIT Placement Team**

- Academic supervisors complete a Placement Evaluation Form at the end of each practice placement to assess the suitability of the placement for subsequent students.
- Academic supervisors, or the Professional Practice Placement Coordinator, email their placement students within the first two weeks of placement to ensure the placement setting is suitable and the student is settling into placement.
- Academic Supervisors can make an informal assessment of the suitability of the placement at each tri-partite meeting and any issues arising can be addressed.
- Each tri-partite meeting concludes with an individual feedback session with the student to give the student an opportunity to raise any issues or concerns privately.
- Academic supervisors, and the Professional Practice Placement Coordinator are available to meet with their students at the recall day mid-way through the placement.

### **Practice Educator**

- Completion of Practice Educator Form which will be kept on file
- Pre-placement visit/meeting conducted by the Professional Practice Placement Coordinator in which the placement requirements are discussed
- Practice Educator training workshops are provided on an annual basis to ensure new practice educators are familiar with the expectations of the practice placement.
- Refresher training workshops are provided for existing practice educators every three years.

### **Service User Group**

- Students, in conjunction with their practice educator, ensure that a Service Users' Feedback Form is completed with service users (where deemed appropriate by the placement setting) at the end of the placement to assess the service users' views of having a student sharing their life space.
- Where appropriate and, in consultation with placement settings, service users speak with the academic supervisor at the end of the second tri-partite meeting to get some feedback on the experiences of having a student from DkIT working with them.
- A service user panel is established within DkIT and members of the panel are involved in an annual meeting to review the placements

### **Social Care Advisory Panel**

A social care advisory panel is established within DkIT and members of the panel are involved in the continued monitoring and review of placements.

The panel will consist of members from a range of placement types to ensure that the full range of placements are represented, including residential care, day and residential services for people with disabilities, addiction services, homelessness services, family support services, community projects, youth services, women's refuges, Traveller services and/or other relevant social care agencies.

The social care advisory panel will meet annually to discuss a range of issues including

- The effectiveness of communication between DkIT and placement agencies
- The structure of placements
- The assessment of placements
- The level of preparation of students prior to placement
- The supervisors training and student supervision
- The role and contribution of the student to the workplace
- The appropriateness of documents, policies and forms
- The tri-partite meetings
- General student issues
- General placement issues



# **APPENDICES**

## Appendix 1: Programme Template, Work Placement Details



### Programme Template - Work Placement Details

#### Programme Background

Programme Title	
Academic Department	
Projected No's of Students	

#### 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	

#### 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?	

## STUDENT PREPARATION

### 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>	

### 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>	

**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)	

**ASSESSMENT**

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

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

**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 call be acceptable?	(If yes, please provide detail)
Other (please detail)	

**ALTERNATIVES TO PLACEMENT**

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

**ADDITIONAL COMMENTS / THOUGHTS**

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## **Appendix 2: Student Work Placement – Terms and Conditions**



### **DkIT - 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 resource implications 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.

Students must comply with the process through which the work placement is organised, approved and assessed in order to be eligible for placement.

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.

All work placements need to be deemed appropriate and formally approved by the Academic Practice Placement Coordinator for Social Care in DkIT (in conjunction with the Placement/Allocations Officer of DkIT)

Confirmation and approval to attend your work placement is subject to registration for the academic year in which the placement takes place.

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.

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. 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 student's

own responsibility to check with their grant/allowance provider to clarify any associated impact on future grant provision.

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. DkIT does not accept any responsibility for incidents related to use of your personal transport as part of your work placement.

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.

The following programmes have vaccination requirements:

- BA (Hons) in Social Care
- Health & Physical Activity
- Early Childhood Studies
- Veterinary Nursing (recommended)
- Nursing & Midwifery Programmes

You must satisfy all vaccination requirements of the above programmes and provide written evidence of same. All students (excluding the Nursing and Midwifery students) will have to cover the cost personally of any vaccination requirements.

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

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 student's own expense and will not be reimbursed by DkIT.

In line with national Child Protection legislation and best practice, DkIT has developed a Garda / Police Vetting Policy that applies to all students. Students who attend placements where they will encounter children and vulnerable adults and in which they assume positions of trust, must satisfy the Garda / Police Vetting process. Any student who has lived outside Ireland from the age of 16+ must provide Police Vetting from the country of residence for that period.

In line with the DkIT Garda Vetting policy all students who attend placement with children and vulnerable adults must comply with the Garda Vetting process.

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.

If a site requests specific information regarding a disclosure, DkIT will direct 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>

There may be specific requirements re: attendance or prior academic performance which will apply in the case of certain programmes. If you do not satisfy these requirements you may not be eligible to undertake placement.

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 Practice Placement Co-ordinator and the host organisation. This may impact on your holiday periods.

No holidays can be booked during your placement period.

You are advised to make the Placement Office / Academic Practice Placement 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

- Health issues
- Physical disabilities
- Learning disabilities
- Caring responsibilities

*This information may be shared with other Institute personnel as required.*

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.

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.

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; working conditions, health and safety, confidentiality, and child protection.

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, Progress Reports. If any of the required documentation is not submitted in-line with the stated criteria, penalties will apply at Examination board level.



Students are not permitted to carry out their placement in a host site where their learning experience and / or assessment may be compromised, i.e. where students have been employed or have a family member as a practice educator. The Placement Office and Department of Humanities aim to ensure objectivity in the Practice Educator/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:

#### **Student Provision of Information / Contact Details of International Site**

The Placement Office and Department of Humanities 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 Academic Practice Placement Coordinator 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.

#### **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 placement<sup>1</sup>. Each student applicant will be considered on this basis by the academic team in order to be approved for international placement.

#### **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.

#### **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.

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<sup>1</sup> 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.

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.

The Placement Office and Department of Humanities 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.

### **Accommodation Responsibilities**

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

### **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.

### **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: Vaccination Records



### 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 4: Garda Vetting Invitation 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.



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## Vetting Invitation

Under Sec 20(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

[illegible][illegible][illegible]

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

[illegible][illegible][illegible][illegible]

SS:

[illegible][illegible][illegible][illegible][illegible]

de:

[illegible]

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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

Applicant's

Signature:

Date:

D

D

/

M

M

/

Y

Y

Y

Y

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 5: Sworn Affidavit



### Sworn Affidavit - as part of Police/Garda Vetting Procedure

#### 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.

Further I say, acknowledge and accept that the Dundalk Institute of Technology may make full enquiries with the Central Vetting Unit of An Garda Síochána in relation to my suitability to hold any placement as part of my programme of study.



Further I say and I confirm that full details of any prior criminal conviction recorded against me, whether in this jurisdiction or in any other jurisdiction or of any criminal proceedings/and or prosecution against me which are currently under way in any jurisdiction are as set out in the Schedule hereto. I hereby confirm that I have no prior criminal convictions recorded against me, whether in this jurisdiction or any other jurisdiction and that there are no criminal proceeding/or prosecutions under way against me in this or any other jurisdiction other than those outlined in the Schedule hereto. I hereby acknowledge and confirm that I am aware that any such placement is entirely dependent on my suitability to be placed in a position of trust.

Further I say and acknowledge that any incorrect, false or misleading information provided in this form may jeopardise any such placement and I make this Affidavit with such prior knowledge.

Further I say and undertake to bring to the attention of Dundalk Institute of Technology any criminal proceedings and/or prosecutions which may be commenced against me or any criminal convictions recorded against me during my enrolment at Dundalk Institute of Technology.

Further I say and acknowledge that Dundalk Institute of Technology retains the right to terminate or suspend my enrolment where criminal convictions and recorded against me or criminal proceedings and/or prosecutions commenced against me in this jurisdiction or any other jurisdiction in the sole and unfettered discretion in the opinion of Dundalk Institute of Technology which would render me unsuitable for any placement that is required as part of my programme of studies.

I make this Affidavit for the benefit of and purposes of satisfying Dundalk Institute of Technology as to my suitability to attend a course placement as part of my programme of studies in Dundalk Institute of Technology and accept that the Institute will rely upon the averments in my declarations made contained in this my Affidavit.

*SWORN by the said*

*at in the County  
of Louth this day of 20 before me a Commissioner for Oaths/Practising  
Solicitor. I say that the identity of the Deponent was established to me prior to the swearing  
hereof by the production by the Deponent of the following photograph identification*

*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 6: Student Work Placement Code of Conduct**



### **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 Practice Educator 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 Practice Educator.

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 Practice Educator. If you are unsure discuss the matter with your Practice Educator.

#### **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 social care agency
- 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
- Students 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 / practice educator 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 Practice Educator

Should you wish to refer to an individual client(s) in a written assignment, you must seek permission from your Practice Educator 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 Act 2015 and "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 Academic Practice Placement Coordinator for Social Care.
- The Academic Practice Placement Coordinator for Social Care 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 Academic Practice Placement Coordinator for Social Care will liaise directly with the Head of Department regarding the complaint. If the Head of Department reasonably believes a penalty might be imposed on you under this Code of Discipline they 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 Siochana.

*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 7: Procedures for Dealing with Placement Difficulties



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

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.

If this does not address the difficulty the student should inform the Practice Educator 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 practice educator.

If the problem is not resolved, the student should contact the Institutes' Academic Practice Placement Coordinator/Academic Supervisor and will be requested to put the issue of concern in writing and forward to them (Using Difficulties Report Form).

If necessary, a formal meeting will be arranged by DkIT with the Work Placement Supervisor, Academic Practice Placement Coordinator/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).

### **Procedures to be followed if a Practice Educator has concerns about the performance of a student**

In the first instance, the Practice Educator should review the working environment/ work programme provided to see if any adjustments could be made to improve/remedy the difficulty.

If this does not address the concern, the Practice Educator 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).

If the problem is not resolved, the Practice Educator should then contact the Academic Practice Placement Coordinator/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).

A formal meeting will be arranged by DkIT involving the student, Practice Educator and Academic Practice Placement Coordinator/Academic Supervisor. An Action Plan will be devised and implemented where appropriate. (Using Action Plan – Addressing Placement Difficulties Form).

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 the Academic Practice Placement Coordinator. The purpose of this meeting is to discuss the area of concern(s) of the student's 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 Practise

#### **Procedures to be followed for discontinuing a student placement**

If the Academic Practice Placement Coordinator/Academic Supervisor and the Practice Educator 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.

If interventions fail to remedy the situation, the Practice Educator in conjunction with the Academic Practice Placement Coordinator/Academic Supervisor may decide to discontinue the student's placement.

A Placement Discontinuation Form must be completed and signed by both the Practice Educator and the Academic Practice Placement Coordinator/Academic Supervisor for any discontinued placement.

#### **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**

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 Practice Educator in addressing the issue and complete an Action Plan to address the issues arising. (Using Action Plan – Addressing Placement Difficulties Form).

#### **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:**

The Practice Educator should 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).

#### **Grounds for Failure and Follow Up Procedures**

Grounds for Failure of Practice Placement and follow up procedures:

The following identify the grounds on which a student will be deemed to fail their Practice 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 Academic Practice Placement Coordinator for Social Care / DkIT Placement Office.

Students who do not comply with the requirements of the Student Placement Code of Conduct.

**Failing Learning Outcomes / Competencies:**

If a student is in danger of failing a work placement on the grounds of not reaching the stated learning outcomes / competencies the process should be as follows:

The practice educator should identify any difficulty with a student successfully completing practice placement at the mid-way/tripartite meeting.

Following this, the student needs to meet with the Head of Department and their Academic Practice Placement Coordinator/Academic Supervisor to consider the identified deficiencies and agree a Development Plan for addressing them.

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 8: Various Work Placement Difficulties Report Form



### Work Placement Difficulties Report Form:

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

## 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 / practice educator, area(s) of concern which require attention. An Action Plan is initiated by the DkIT Academic Supervisor / Academic Practice Placement Coordinator in consultation with the student and relevant Practice Educator. It is intended that the area(s) identified for action will support all parties involved in addressing the named concerns.

**DkIT Academic Supervisor / Academic Practice Placement Coordinator**

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 / practice educator including any meetings (formal or informal) held with either party prior to initiation of the Development Plan.

<i>Reasons for Initiating a Development Plan</i>

**Areas for Action**

<i>Issues Identified</i>	
<i>Actions to be Taken</i>	
<i>Intended Outcome(s) of Action Plan</i>	
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:	
Practice Educator:	
DkIT Academic Supervisor:	
Date Placement Commenced:	
Date Placement Discontinued:	
Difficulties / Reasons for Discontinuation:	

Signed: \_\_\_\_\_  
Practice Educator

Date: \_\_\_\_\_



## Record of Failed Placement

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

Student Name:	
Programme Title:	
Placement Stage:	
Placement Site:	
Practice Educator:	
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 :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (DATE)

Head of Department, Academic Practice Placement Coordinator/ Academic Supervisor,  
Student

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** >. Your <**Professional Practice Placement Coordinator**> 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 (<**an 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 9: Practice Placement Contract



### Practice Placement Contract

To be completed at pre-placement meeting and signed copy to be submitted as a Moodle assignment

STUDENT DETAILS	
Name:	
Student I.D Number:	
Phone No:	
E-mail:	
AGENCY DETAILS	
Name of Agency and Practice Educator:	
Position within Organisation:	
Phone no:	
E-mail:	
Address of Agency	
PLACEMENT DETAILS	
Placement dates:	
Working days / hours:	

In signing this contract, the following is agreed:

1. The duration of this practice placement is 400 hours, over 13 weeks. If for any reason, these hours are not accumulated within this time, arrangements will be made between the practice educator and student in consultation with the academic supervisor/academic practice placement coordinator for the full completion of hours. A record of hours completed will be signed off weekly.

2. Host organisations will ensure students have a safe working environment and will induct students to their Health & Safety and other working practices and procedures. These should include all practices and procedures regarding Covid-19. Induction record will be completed.
3. Students will adhere to the Student Work Placement Code of Conduct.
4. Dedicated formal supervision will be agreed between the practice educator and student.
5. Two tripartite meetings will take place during the practice placement between DkIT academic supervisor, practice educator and student. Additional meetings/supports will be provided as required.
6. The Evaluation Report will be completed and submitted by the practice educator at the end of placement
7. Placement Portfolio will be completed by the student and submitted at the end of placement.

## Appendix 10: Placement Student Induction Checklist



### 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		Accidents Reporting	
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		Accident/Incident Reporting Procedure/Open Disclosure Policy	
Confidentiality		Identification of Safety Representatives	
Tour of facility/location		Local Safe Work Practices	
		Personal Protective Equipment	
		Child Protection Policy	
		Garda Vetting Certificate	
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			
		3.	

*To be signed upon completion of Induction.*

Supervisor \_\_\_\_\_  
Date \_\_\_\_\_

Student: \_\_\_\_\_

## Appendix 11: DkIT Academic Supervisor - Work Placement Visit Record Sheet – Tripartite 1



### DkIT Academic Supervisor – Work Placement Visit Record Sheet – Tripartite 1

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PRACTICE EDUCATOR: \_\_\_\_\_

ORGANISATION: \_\_\_\_\_

		Yes	No
1	During your visit, did you have a 3-way meeting with the Student and Practice Educator?		
2	Has the Student received orientation/ Induction from their employer?		
3	Is the student having opportunities to attain standards of proficiency as appropriate for this stage of placement? If necessary please indicate how the student will be supported to achieve proficiencies throughout the remainder of placement.		
4	Did the Student express any concerns about the placement? If YES, provide details below.		
5	Did the Practice Educator express any concerns about the student's performance, attendance or behaviour?  If YES, provide details below.		
6	If concerns were expressed, was an attempt made to resolve them during the visit?  Provide details below.		

7	Are there any issues remaining to be resolved following the visit? If YES, provide details below.		
8	Were you satisfied with the level of support provided by the Practice Educator to the student?  If no, please provide details below		
9	Did the Practice Educator indicate that the student was adequately prepared for the placement?		
10	Did you discuss attendance with student and supervisor? Reiterating the mandatory 400 hours and clarify if there were any concerns relating to this from either party?		
11	Did you clarify the assessment procedures and submission dates with the student and Practice Educator?		

Notes:

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Academic Supervisor's Signature:

DkIT Position:

Date:



## Appendix 12: DkIT Academic Supervisor - Work Placement Visit Record Sheet – Tripartite 2



### DkIT Academic Supervisor – Work Placement Visit Record Sheet – Tripartite 1

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PRACTICE EDUCATOR: \_\_\_\_\_

ORGANISATION: \_\_\_\_\_

		Yes	No
1	During your visit, did you have a 3-way meeting with the Student and Practice Educator?		
2	Is the student having opportunities to attain standards of proficiency as appropriate for this stage of placement? If necessary please indicate how the student will be supported to achieve proficiencies throughout the remainder of placement.		
3	Has anything outstanding from tripartite meeting one been satisfactorily addressed? i.e. induction, achieving standards of proficiency. If not please indicate what supports/plan has been agreed to address this.		
4	Did the Student express any concerns about the placement? If YES, provide details below.		
5	Did the Practice Educator express any concerns about the student's performance, attendance or behaviour?  If yes, provide details below.		

6	If concerns were expressed, was an attempt made to resolve them during the visit?  If yes, provide details below.		
7	Are there any issues remaining to be resolved following the visit?  If yes, provide details below.		
8	Were you satisfied with the level of support provided by the Practice Educator to the student?  If no, please provide details below		
9	Did the Practice Educator indicate that the student was adequately prepared for the placement?		
10	Did you discuss attendance with student and supervisor? Reiterating the mandatory 400 hours and clarify if there were any concerns relating to this from either party?		
11	Did you provide further clarification as required on assessment procedures and submission dates with the student and Practice Educator?		
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 13: Placement Approval and Review Form



### Placement Approval and Review Form

<b>Name of Organization:</b>		
Placement Category		
Name of Practice Placement Educator		
	<b>Yes / No</b>	<b>Further comments</b>
The student will be supervised by a Practice Educator who is a qualified a social care practitioner?		
Is the Practice Educator eligible to register with CORU?		
Have previous students had a positive experience on placement (please attach student feedback forms)		
Has the placement site been reviewed by Placement Coordinator/ Academic Tutor?		

Does the Placement Coordinator/ Academic Tutor consider this placement to be suitable learning environment for a current student?		
Have members of the agency who are involved in the supervision of students, attended the Practice Educator's Training Workshop?		
Will this placement facilitate the student's progressive development of the standards of proficiency?		
Is there ample opportunity for the student to integrate theory to practice within this placement site?		
Will the site provide students with induction, information, instruction, training and supervision to ensure the safety, health and welfare of the student on placement?		
Will/has the agency provided the student with all written policies, regulations and directions?		
Does the agency meet the legislative obligations of an employer?		

## Appendix 14: Pre-Placement Agreement Form



### SOCIAL CARE 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 attain Standards of Proficiencies as outlined by CORU.
- 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 the student with orientation materials as necessary and a full induction to support the student to understand the culture and practice of the organisation.
- We will agree a working schedule with the students that will enable them to attain 400 hours of placement experience as required.
- 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:

- As part of the induction, we will inform the student of the organisations health and safety statement and all relevant local policies of the organisation.
  - We confirm that we have an Open Disclosure Policy in place within our organisation
- We will adhere with public health guidelines in relation to COVID-19.

#### 3. SUPPORT & SUPERVISION:

- We will provide a dedicated supervisor to the student for the duration of the placement
- We will endeavour to have weekly/biweekly 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 discuss Standards of Proficiencies relevant to practice placement and create opportunities for students to attain these proficiencies.
  - 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 and during the two tripartite meetings, to discuss the progress of the student, and discuss areas for improvement.
- We will support the student in their preparations for the assessment at tripartite meetings

- We will complete the DkIT Assessment/ Evaluation Report on completion of the work placement.

## **5. SUPPORT/PARTNERSHIP WITH DkIT**

- DkIT Practice Placement Coordinator and the Academic Supervisor will be available to provide support or assistance throughout the student's placement.
- Two tripartite meetings will take place as standard between weeks 3-6 and weeks 9-12 of placements.
- DkIT will facilitate additional meetings/support to the student and the Practice Educator as required to assist in the successful completion of placement and attaining learning outcomes/Standards of Proficiencies.
- DkIT will take on board the feedback received from the Practice Educator, Service User and Student to promote ongoing partnership and to continue to improve the Social Care programme.

## **6. 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 Social Care Professional Practice Placement Coordinator 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**

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## Appendix 15: Practice Educator Form



### Practice Educator Form

To be completed by allocated practice educators providing supervision to social care students from Dundalk Institute of Technology.

<b>Organisation name</b>	
<b>Organisation address</b>	
<b>Placement site location</b>  (A separate form is completed for each practice educator in each site)	
<b>Practice Educators name</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Please indicate your intention to register with CORU SCWRB when the register opens</b>	

<b>(currently scheduled to open in Autumn 2023)</b>	
<b>Please indicate if you are willing to assume responsibility as practice educator and to supervise students from Dundalk Institute of Technology in becoming competent and proficient practitioners?</b>	
<b>Please indicate your willingness to undertake practice educators training/workshops and to familiarise yourself with supporting documentation from Dundalk Institute Technology to assist and support you and the student</b>	
<b>Please indicate your willingness to engage in a minimum of two tripartite meetings and to complete the Practice Educators Evaluation Report</b>	
<b>Signature and Date</b>	

Thank you for taking the time to complete this form and for agreeing to partner with us in the delivery of Social Care education. We very much look forward to working with you. Please return the completed form to [susan.funcheon@dkit.ie](mailto:susan.funcheon@dkit.ie)



## **Addendum**

## **Dundalk Institute of Technology Student Remote Working Protocol**

**Version 1.0 Dated July, 2020**

### **1. Purpose <sup>2</sup>**

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

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

students, and the patience of all parties, in ensuring that DkIT continues to operate as normally as possible.

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](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](http://www.hse.ie)

[www.hsa.ie](http://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\\_fags\\_for\\_employers\\_and\\_employees\\_in\\_relation\\_to\\_homeworking\\_on\\_a\\_temporary\\_basis/fags\\_for\\_employers\\_and\\_employees\\_in\\_relation\\_to\\_home-working\\_on\\_a\\_temporary\\_basis\\_covid-19\\_.html](https://hsa.ie/eng/topics/covid-19/covid19_fags_for_employers_and_employees_in_relation_to_homeworking_on_a_temporary_basis/fags_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.