

**Appendix 14**

**WORK PLACEMENT MONITORING FORM**

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| **Student Name:** |  | **Placement Provider:** |  |
| **Placement dates:** |  | **Supervisor:** |  |
| **Monitoring completed by:** |  | **Type of monitoring:** | 🞏 Telephone  🞏 In person  🞏 Skype or similar |
| **Date:** |  |  |  |

| **Criteria** | **Comments** | **Guidance** |
| --- | --- | --- |
| Has the student received a full induction? (Induction checklist provides a guide to key areas) |  | Gaps in induction should be reviewed and the student should be encouraged to ensure the information is provided by the placement provider.  If the student has not had any formal induction this should be raised with the placement provider. |
| What ongoing training has the student been given? |  | Students should be provided with ongoing training e.g. task specific training, site specific training, etc. |
| Has the student been provided with H&S information relating to the risks and control measures for tasks and activities they are involved with/ undertaking i.e. risk assessments and safe operation procedures? |  | Students must be provided with key H&S information relating to tasks and activities and specific control measures which may include the use of PPE. |
| Is the student undertaking the work/ tasks/ duties that were originally outlined prior to the placement? |  | If the tasks and duties differ, is the H&S risk increased and are there sufficient control measures and safeguards in place for the student. |
| Have the student had any accidents or witnessed any accidents or unsafe practices that they are concerned about?  *If yes, outline specific accidents and were they reported to the University? Has any investigation been undertaken and what were the findings?* |  | Students must report any accidents to their placement provider and the University should also be notified. Students should be encouraged to raise any concerns with the University if they are worried about their own safety. |
| Has the student been allocated a supervisor? |  | Students should have an allocated supervisor for the duration of their placement who takes an active role in allocating work, assessing competency in allocating tasks, providing/ arranging ongoing training and support throughout the placement. |
| How does the student feel about the placement and their wellbeing? |  | Does the student have access to suitable welfare facilities and are they able to take breaks for refreshments/ lunch? Are they concerned about any aspect of the placement at all – not necessarily relating to health & safety? |

Are there any concerns about the placement that you feel warrant further discussion or review with the placement provider? Briefly comment below with action to be taken: