

Student Key Responsibilities Guide

Before and At the Start of Placement

- Read the placement handbook.
 - Review the additional resources available on Learning Central.
 - Share your student profile and any previous portfolios with your PE and OSS.
 - Contribute to the Practice Learning Agreement, Supervision Agreement, and induction records.
 - Ensure your PE and OSS have access to your online portfolio at least 10 working days before placement starts.
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During the Placement

- Attend placement regularly, follow agreed agency working hours, adhere to agency policies and procedures, and keep your placement calendar up to date.
 - Practice in a person-centred, respectful, and professional way throughout.
 - Adhere to the Code of Professional Practice at all times.
 - Prepare for and attend all scheduled supervision sessions.
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Direct Observations

- Complete the required number of Direct Observations for each stage.
 - Plan each observation with your PE and complete all required sections of the DO template.
 - Do not collect feedback yourself - this must be done by the observer and / or your PE.
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Portfolio Completion

- Make full use of your protected portfolio time.
 - Submit your completed portfolio via Turnitin no later than 3 working days after the end of your placement (unless you have an extension because of extenuating circumstances).
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Feedback and Progress

- Be open to feedback and act on it constructively.
- Let your PE, OSS or university tutor know early if you're struggling or unsure about anything.
- Engage with any support plan if required.