

## **Pre- Placement Meeting Information for Practice Educators**

Practice Educators should meet with a potential student prior to offering them a placement. The Practice Educator needs to arrange the meeting directly with the student. Your line / team manager or a colleague / experienced Practice Educator can also be involved in the meeting which might be advisable if this is the first student. Where there is a Practice Supervisor, the off-site Practice Educator can also be present if they have been identified and are available.

The interview should not be too formal but it is an important process to allow you to check that the student has the potential to learn and to identify any issues from the start.

The pre-placement meeting should be conducted in line with the PCF domains 2 (Values and Ethics) and 3 (Diversity). It is important to explain to the student that you will be asking them questions to get a sense of their potential to benefit from the placement and their learning needs.

### **The following areas are recommended as a framework for interviewing the student:**

1. Student's motivation for the degree and the placement
2. Skills and abilities (and how they would apply them in the placement)
3. Work experience to date and their learning from this
4. Learning objectives for the placement and their expectations
5. Previous placement final report (if applicable)
6. Any special learning needs / specific issues to take into consideration

**Documents to see prior to interview:**

- Student placement profile
- Previous Practice Educator report (if applicable)

**Documents to see at interview:**

- Copy of DBS check (this should be the most recent copy)
- Photo ID

The Professional Social Work Educator will send you a copy of the student's placement application form and (if applicable) the final report from the previous placement. When you invite the student in for an interview, you should provide them with some information about the team/service and any other information you think is relevant.

**Suggested questions**

The questions in the following table are suggestions of what you can ask to find out about the prospective student:

<b>1. Practical information</b>	<ul style="list-style-type: none"><li>• Expected start date of the placement</li><li>• Days per week on placement</li><li>• Any issues with regards to travel / caring commitments that might affect the placement (see student profile also)</li></ul>
<b>2. Information about previous placement (for second / third year students)</b>	<ul style="list-style-type: none"><li>• Where was your last placement?</li><li>• What did you learn on that placement?</li><li>• What was your experience of supervision?</li><li>• Tell me what you hope to gain from this placement?</li></ul>

<b>3. About our local authority and team</b>	<ul style="list-style-type: none"> <li>• Discuss the placement and what we have to offer</li> <li>• Do you have any questions about the placement profile / team information?</li> </ul>
<b>4. The student's learning needs</b>	<ul style="list-style-type: none"> <li>• What area(s) of work are you interested in?</li> <li>• Tell me what you hope to gain from this placement?</li> <li>• Are there any specific skills you would like to develop?</li> <li>• How would you ensure that you make the most of your supervision sessions to manage and improve your practice?</li> </ul>
<b>5. About the student</b>	<ul style="list-style-type: none"> <li>• What experience do you have of working with our client group?</li> <li>• What do you see as your key strengths?</li> <li>• What are your areas for development in relation to this placement?</li> <li>• Think about a challenging experience you have dealt with (either from your last placement or work experience, or more generally in any area of your life). Briefly describe what happened and what strategies you used</li> <li>• What are the key things you need to consider when working in an ethical and anti-oppressive way with service users?</li> </ul>

**The following are points of discussion which you may want to have at the end of the interview if they have not yet been covered:**

At the end of the interview make sure the student has the opportunity to ask any questions

- Are there any specific support / learning needs and if so, what might be the impact of these in the placement? What support might the student need?
- What does the student think they might find challenging in the placement, is there anything they are concerned about?

- You could tell them a bit about the team and the service and maybe some practical things about dress code, flexi-time, workspace
- You might want to discuss with them about the working hours and also if they have any commitments that might affect these (e.g. childcare)
- Also it is worth checking with them about the potential start date for the placement and what days they will be on the placement (you will receive this information from the university but it could be discussed briefly at this meeting)

**Following the meeting:**

- Once you have completed the interview, please get in touch with the Professional Social Work Educator to discuss the outcome.
- If you decide to offer the placement to the student, please let the co-ordinator know the agreed start date.
- If you decide not to offer the placement to the student, **you must** put your reasons in writing and send a copy to the student and Professional Social work Educator