

Student induction checklist for Practice Educators

This is adapted from the Skills for Care document and is intended as guidance only.

A good induction is important for students because:
Their performance is continually being assessed
They are with the team for a limited time
They have to meet stated competencies

Students do not have the luxury of time and are worried about making mistakes. A good induction will reduce the stress levels of the students and ensure they can function with confidence. A good induction is important to practice educators and the team because it:

- Saves time and prevents mistakes
- Is a key stage in the learning process
- Is the basis of drafting the learning agreement

Where a student is underperforming, a poor induction can be used as an excuse to mask incompetence. A lack of induction could lower the morale of students and prevent them from integrating into the team. Induction has six key functions, to:

1. Provide orientation about the physical environment in which the student is working
2. Orientate the student to the organisation, its history, structure, policies and procedures
3. Introduce key people, ways of working and the culture of the organisation
4. Give clear instructions about health and safety and legal requirements

5. Explain the terms and conditions and expectation of the placement
6. Provide information about the work on offer, the role of the students and how the requirements of the placement will be met

It is the responsibility of the practice educator to ensure that induction takes place and students should be encouraged to take responsibility for their active engagement and learning. Practice educators will find it useful to give students the lead in drawing up the learning agreement. Induction should last between 2-3 weeks, depending on the length and level of the placement. Induction should be:

- Agreed and reviewed in supervision
- Have an agreed learning agreement as one of its key outcomes
- Enable the student to function independently and confidently
- Commented on within the interim placement report

The components of induction

Suggested induction plan (based on a 3-day placement week)

Week one

Day	Day one	Day two	Day three
AM	<ul style="list-style-type: none"> • Meeting the team and reading key policies 	<ul style="list-style-type: none"> • Getting to know the organisation • Planning visits • Meeting key individuals 	<ul style="list-style-type: none"> • Understanding the work – reading records and shadowing practice assessor
PM	First supervision meeting <ul style="list-style-type: none"> • Agree induction plan 	Getting to know the organisation <ul style="list-style-type: none"> • Reading 	Understanding the work <ul style="list-style-type: none"> • Site visit • Meeting users

	<ul style="list-style-type: none"> • Discuss previous placement and learning needs <p>Getting to know you</p> <ul style="list-style-type: none"> • Learning agreement • Site visits and reading 	<ul style="list-style-type: none"> • Site visits • Meeting key individuals 	<ul style="list-style-type: none"> • Allocation of first case • Work on placement agreement
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Week two

Day	Day one	Day two	Day three
AM	<ul style="list-style-type: none"> • Getting to know the organisation • Reading • Site visits 	<ul style="list-style-type: none"> • Attend team meeting • Allocation of second case • Shadowing practice assessor • Meeting key individuals 	<ul style="list-style-type: none"> • Case work • Work on contract • Duty
PM	<ul style="list-style-type: none"> • Home visit and write up work on learning agreement 	<ul style="list-style-type: none"> • Supervision • Work on learning agreement – plan individual project 	<ul style="list-style-type: none"> • Home visit and write up work on learning agreement

Week three

Day	Day one	Day two	Day three
AM	<ul style="list-style-type: none"> • IT/ Mosaic training 	<ul style="list-style-type: none"> • Home visit and write up work on placement agreement 	<ul style="list-style-type: none"> • Tutors visit and supervision • Finalist individual PDP

PM	<ul style="list-style-type: none">• IT training	<ul style="list-style-type: none">• Team meeting• Finalise contract• Site visit or reading	<ul style="list-style-type: none">• Duty and allocation of further casework
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