**Placement and Supervision Agreement**

A draft of this agreement should be prepared ***prior*** to the three-way meeting. *A Microsoft Word version of this form is available on Canvas and a copy has been emailed to all practice teachers.* The document can be used as a basis for some of the preliminary supervision sessions.

Before completing this agreement, students, practice teachers and college tutors should read the roles and responsibilities of all parties in ensuring the placement supports the achievement of the Social Work Registration Board’s (CORU) standards of proficiency. These are contained in both the student’s and practice teacher’s handbooks.

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| **NAME OF STUDENT, STUDENT No., MOBILE NO. & UCC E-MAIL:** | | **NAME AND CONTACT DETAILS (CONTACT NO. & EMAIL) OF PRACTICE TEACHER(S) / LINK WORKER(S) / PERPATETIC PRACTICE TEACHER(S):**  It is essential that all members of the practice education team are listed here. For example, if more than one practice teacher/practice educator is involved in assessing the student, all must be listed here outlining their name and role  (CORU criteria 2.13). |
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| **NAME, TEL NO. AND ADDRESS OF AGENCY:** | | **NAME OF TUTOR, CONTACT NO. & E-MAIL:** |
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| **PLACEMENT DATES:** | |  |
| **STUDY TIME:**  The negotiation of study hours should consider the expectations and work schedule of the agency. Study time is counted as placement hours. | |  |
| **TIME-IN-LIEU ARRANGEMENTS:** | |  |
| **OFFICE ACCOMMODATION AND FACILITIES FOR STUDENT:** | |  |
| **SICK LEAVE ARRANGEMENTS (student):**  Contact should be made immediately with your practice teacher if the student is absent due to illness. The college tutor should be notified by the student for absences longer than two consecutive days and a medical certificate forwarded to the course director. | |  |
| **IF STUDENT IS BASED IN MORE THAN ONE LOCATION, PLEASE STATE WHEREABOUTS ON PARTICULAR DAYS:** | | |
| MONDAY |  | |
| TUESDAY |  | |
| WEDNESDAY |  | |
| THURSDAY |  | |
| FRIDAY |  | |

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| **Student Declarations** (please read carefully before you tick each box) | **Delete as applicable** |

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| a. I confirm that I have successfully registered as a social work student with UCC | | Yes / No |
| b. I confirm that I have successfully secured Garda Vetting through UCC | | Yes / No |
| c. I confirm that there are no known undeclared conflict of interest issues associated with me being on placement with this agency | | Yes / No |
| d. I confirm that I have read and agree to abide by the conduct and behaviour standards outlined in my course handbook and in the UCC [*Fitness to Practise*](https://www.ucc.ie/en/academicgov/aago-policies/fitnesstopractise/) *policy.* | | Yes / No |
| e. I have read and agree to abide by the UCC [*Core Competencies (Applied Social Studies)*](https://www.ucc.ie/en/academicgov/aago-policies/fitnesstopractise/#core-competencies) | | Yes / No |
| f. I accept that it is my responsibility to disclose as a social worker in training relevant health issues or an assessed specific learning difficulty which may impact on my ability to complete a placement with this agency, whether known to me now or that might become known during the course of my placement/studies | | Yes/No/NA |
| g. I confirm that I have read [UCC’s guidance materials](https://www.ucc.ie/en/gdpr/) on the General Data Protection Regulation (GDPR) | | Yes / No |
| h. Where relevant, I have successfully completed the online Tusla [Children First E-Learning Programme](https://www.tusla.ie/children-first/children-first-e-learning-programme/) | | Yes/No/NA |
| i. *[If I choose to use my car on placement]* I confirm that I have advised my car insurance company, I have permission to use the relevant car if not my own, I have a full driver’s licence, and I have the necessary insurance to cover my placement-related activities | | Yes/No/NA |
| j. Should a matter arise during the course of this placement (either a personal, work or placement-related matter) that raises a question about my fitness to practise and/or my capacity to work with service users, I agree to bring this matter *immediately* to the attention of my practice teacher and university tutor | | Yes / No |
| k.  I accept that the School of Applied Social Studies/UCC and/or the placement agency reserve the right to withdraw me from my placement pending the satisfactory conclusion of any matter arising in item j.  I understand that my withdrawal from placement is without prejudice and is separate to any other proceedings that may be initiated by the School of Applied Social Studies / UCC and / or the placement agency | | Yes / No |
| l. I confirm that I have familiarised myself with the [UCC](https://www.ucc.ie/en/emt/covid19/), [HPSC](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/), [HSE](https://www2.hse.ie/coronavirus/) and placement agency guidance materials on COVID-19 prior to starting placement and I am aware that being on placement is not a risk-free activity | | Yes / No |
| m. *[Students attending HSE placements only*] I confirm that I have completed the HSCP module on Canvas. | | Yes/No/NA |
| n. *[Not applicable for a first placement]* I have shared *all* of myprevious practice teacher’s final report(s) with my current practice teacher(s). I am aware that if I refuse to do so, that my practice teacher can request a copy from the UCC placements coordinator under the GDPR ‘Legitimate Interests’ mechanism. *This does not apply to students going on their first placement as no previous social work placement report will exist.* | | Yes/No/NA |
| o. I confirm that I have read and agree to abide by UCC’s [*Web & Social Media Policy*](https://www.ucc.ie/en/it-policies/policies/sm-policy/) | | Yes/No |
| p. I confirm that I have read the Social Workers Registration Board’s (CORU) [*Standards of Proficiency for Social Workers*](https://coru.ie/health-and-social-care-professionals/education/criteria-and-standards-of-proficiency/) | | Yes/No |
| q. I confirm that I will not use Large Language Models such as ChatGPT for placement-related work, unless it is expressly permitted by the practice agency’s policies, and with the permission of my practice teacher and college tutor. | | Yes/No |
| r. I have consulted my GP / UCC Student Health Department about my vaccinations ([click here](https://www.ucc.ie/en/studenthealth/healthcare/) for relevant UCC Student Health Department policies and forms) | | Yes/No |
| **STUDENT’S SIGNATURE:** |  | |

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| **TRANSPORT ARRANGEMENTS:**   * Is the student expected to use his or her own car? * Is the student eligible for travel expenses (mileage, bus, train, etc.)? * How are these expenses claimed? * Must the student indemnify the agency? How is this done? * If the student uses his/her own car, the student’s insurance company **must** be notified. If there is an additional cost, the student may choose not to make his/her car available. * It is strongly recommended that students **do not** carry service users in their car. * All *learner permit* holders driving cars must be accompanied at all times by a person who holds a full driving licence in the licence category for a continuous period of two years. See RSA advice [here](https://www.rsa.ie/services/learner-drivers/learner-permit/what-it-is). |  |
| **ANY SPECIFIC AGENCY REQUIREMENTS:**  (e.g. local protocols, clothing, confidentiality statements (please attach if required), agency identification card, etc.), agency *personal* mobile phone policy.  *For GDPR reasons and School policy, students should not be required to use personal mobile phones or personal email addresses for placement work.* |  |
| **AGENCY RECORD MANAGEMENT POLICIES:**  Personal / agency diary, paper files, shredding of rough notes, removal of client information from office building, use of personal laptops, use of agency and personal email, use of agency phone systems, acceptable usage policy regarding Internet use, commenting about placement work on social media, use of personal/encrypted USB memory sticks, and so on. (UCC advises students *not* to use personal laptops/tablets (iPads), personal email and/or personal USB keys in agencies while on placement). |  |
| **USE OF ASSISTIVE TECHNOLOGIES:**  The [Employment Equality Acts](https://www.ihrec.ie/guides-and-tools/human-rights-and-equality-for-employers/what-does-the-law-say/eea-summary/) require organisations to make reasonable accommodations for people with disabilities. List the relevant accommodations here for a student with a disability or an assessed specific learning difficulty (e.g. dyslexia). In particular, please note what is *not allowed* (e.g. will the use of devices with specialised UCC-supplied assistive technologies and software be permitted, and if so, under what conditions?) |  |

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| **STUDENT’S QUALITIES AND SKILLS** |
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***THIS PAGE IS FOR STUDENTS ON A PERIPATETIC PLACEMENT***

Practice teachers and the external CORU-registered social work supervisors must liaise on a regular basis throughout the placement to ensure that there are appropriate social work learning experiences for students providing them with opportunities to translate theory into practice to support their achievements of the standards of proficiency. This will supplement the usual pre-planning work, mid-placement review, and placement and supervision agreement meeting to complete this form.

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| **NAME ADDRESS, TEL AND E-MAIL OF AGENCY TASK SUPERVISOR** |
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| **NAME ADDRESS, CONTACT NUMBER & E-MAIL OF CORU-REGISTERED SOCIAL WORK**  **EXTERNAL SUPERVISOR** |
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| **IF STUDENT IS BASED IN MORE THAN ONE LOCATION, PLEASE STATE WHEREABOUTS ON PARTICULAR DAYS:** | |
| MONDAY |  |
| TUESDAY |  |
| WEDNESDAY |  |
| THURSDAY |  |
| FRIDAY |  |

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| **PLANNED FREQUENCY OF MEETINGS BETWEEN AGENCY ONSITE SUPERVISOR, STUDENT AND EXTERNAL PRACTICE TEACHER** |
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| **RESPONSIBILITIES UNDERTAKEN BY PERIPATETIC PRACTICE TEACHER**  The roles and responsibilities of practice teachers and external CORU-registered social work supervisors are listed in the practice teacher’s handbook |
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| **IDENTIFICATION OF SPECIFIC LEARNING NEEDS IN RELATION TO …**  Learning needs should also refer to work context, client groups, skills, theory in practice, and research (use the Word version of this document to create more space under each of these headings)*. This list should* ***not be a reproduction/copy and paste*** *of the CORU* [*Standards of Proficiency for Social Workers*](https://coru.ie/files-education/swrb-standards-of-proficiency-for-social-workers.pdf)*.* Please apply the relevant proficiency to this agency context and your stage of professional development. This section is a personal statement of your learning needs, and it should be written in the first person (using I) and should also outline how you expect to address/fulfil these learning needs on this particular placement. |

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| **Social Work Registration Board Domain 1:** | Professional autonomy and accountability |
| [Text here. When you type, the box will expand to fit your content] | |

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| **Social Work Registration Board Domain 2:** | Communication, collaborative practice and teamworking |
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| **Social Work Registration Board Domain 3:** | Safety and quality |
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| **Social Work Registration Board Domain 4:** | Professional development |
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| **Social Work Registration Board Domain 5:** | Professional knowledge and skills |
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**PRACTICE TEACHER’S EXPECTATIONS/PLANS**

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| **INDUCTION PERIOD:** | **FORMAT:** |
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| **SIZE AND CONTENT OF STUDENT WORKLOAD:**  If there are no opportunities in this agency for the student to be involved in a group, state arrangements made to participate in a group in a neighbouring/related agency (Groupwork arrangement specifically related to MSW1 / PGDSWS1 / BSW3) | |
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| **OTHER LEARNING OPPORTUNITIES OFFERED:**  For example, attendance at case conferences, multidisciplinary meetings, team meetings, peer support, in-service training, case presentations, research, webinars, client support group meetings, court etc. |
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| **EVIDENCE OF WORK REQUIRED BY PRACTICE TEACHER:**  Students are expected to submit their ongoing progress on PLEs (MSW/PGDSWS) / CLEs (BSW) for use in supervision. A Supervision log must be completed at the end of each supervision session and signed by both practice teacher and student. As part of the course requirement to reflect on practice, students are required to maintain a learning journal while on placement and to share specific entries within supervision. |
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| |  | | --- | | **AGENCY SPECIFIC COVID-19 / PUBLIC HEALTH GUIDANCE AND PRACTICES:** | | [Add text here if relevant]  [HSE COVID-19](https://www2.hse.ie/coronavirus/) signs and symptoms, how to protect yourself and others, returning to work safely  [HPSC guidance](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/) for healthcare and non-clinical settings | |

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| **SUPERVISION FREQUENCY and DURATION:**  The college requirement is that students are offered one and a half hour’s structured supervision each week. Where will supervision take place? If remotely, please ensure that you use the agency’s version of Microsoft Teams / Attend Anywhere or a related app approved by the agency for supervision purposes. Students have access to the UCC-supplied version of Microsoft Teams if an agency does not have a suitable app. However, confidential client-related notes *should never be shared on the UCC platform, nor should the supervision be recorded to ensure that UCC has no record of confidential client details*. The UCC version of Teams ***can only be used*** for remote supervision if approved by the relevant team manager. | |
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| **SUPERVISION METHODS:**  Individual / group, role play, case study, video recording | **STUDENT PREPARATION FOR SUPERVISOR:** |
|  | Submission of PLE (MSW/PGDSWS) / CLE (BSW) (fortnightly), completion and submission of supervision log, preparation of own agenda for supervision. |

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| **RECOMMENDED READINGS:**  This should include readings from the practice teacher and college tutor. |
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| **SICK LEAVE ARRANGEMENTS FOR PRACTICE TEACHER:**  UCC requests that if the practice teacher is ill, alternative arrangements be put in place for the student’s supervision and that the college tutor be notified if the practice teacher is absent for more than one week. |
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**TUTOR’S EXPECTATIONS:**

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| **WEEKLY SUPERVISION LOGS** | |
| Students to take responsibility for the completion and signing of a log for each supervision session. Please *do not* put service users’ names or identifying details on the supervision logs. If you need a supervision log for the case file with more details, please complete a separate log. | |
| **REQUIREMENTS FOR SECOND 3-WAY MEETING** | |
| MSW / PGDSWS - one Practice Learning Enquiry (PLE) to be submitted through Canvas on or before the due date to be read by your college tutor. Practice teachers no longer have to comment on student’s PLEs.  BSW - Two Critical Learning Incidents to be posted / e-mailed to your tutor at least five working days prior to mid-placement meeting. If your practice teacher’s comments are not completed, still send the student sections of the CLE (BSW).  If the PLE (MSW/PGDSWS) / CLE (BSW) are not received by the appropriate time, they will not be read prior to the submission of your portfolio at the end of your placement.  Mid Placement Report Form to be completed for next 3-way. Copies of the completed and signed supervision logs should be available at the mid-way meeting for review. | |
| **FITNESS TO PRACTISE / CONDUCT AND BEHAVIOUR STANDARDS / CORE COMPETENCIES AND HEALTH MATTERS**  Students who enrol on social work courses are subject to UCC’s [*Core Competencies (Applied Social Studies)*](https://www.ucc.ie/en/academicgov/aago-policies/fitnesstopractise/#core-competencies)A copy of the University’s *Fitness to Practise Policy and Procedures* is available on this [link](https://www.ucc.ie/en/academicgov/aago-policies/fitnesstopractise/).  These documents should be used as guides for professional practice standards, conduct and behaviour, and health while on placement. Potential breaches of the UCC Fitness to Practise policy and behaviour standards should be explored at the Mid-Placement 3-way and in the final practice teacher’s report. Serious breaches should be notified to the course director immediately.  **CORU AND IASW CODES OF PROFESSIONAL CONDUCT AND ETHICS**  While students on social work courses are not bound as signatories to the CORU *Code of Professional Conduct and Ethics* as they are not yet eligible to be on the CORU register for social workers, it is the course team’s expectation that this CORU code, in conjunction with the IASW *Code of Ethics*, are utilised by students to inform their practice while on placement.  [*Social Workers Registration Board* *Code of Professional Conduct and Ethics*](https://coru.ie/files-codes-of-conduct/swrb-code-of-professional-conduct-and-ethics-for-social-workers.pdf)(CORU, 2019)  IASW *Code of Practice, IASW Anti-Racist Strategy, and IASW Code of Ethics –* [click on this link](https://www.iasw.ie/publications-for-social-workers). |

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| **ADDITIONAL FEATURES:** |
| The social worker in training should take responsibility for the distribution of this signed Placement and Supervision Agreement to all parties within five working days of the 3-way. Details of the Placement and Supervision Agreement can only be changed with the consent of all parties.  Client confidentiality must be preserved at all times. Particular care should be taken when completing Practice Learning Enquiries/ Critical Learning Incidents and your supervision logs. All portfolio materials must be anonymized and please do not include, *under any circumstances*, agency / case records / reports / etc., even if redacted / if you have the agency’s approval. More information is provided in the portfolio section of your handbook.  All parties should be aware that the title of ‘social worker’ is protected by legislation, and students should *only* refer to themselves as a ‘social worker in training’ or ‘student social worker’.  It is imperative that students do not discuss placement matters, directly or indirectly, on Facebook, Instagram, WhatsApp, Twitter, or other social media platforms. Students are advised to seek advice from **their tutor or practice teacher**, rather than from social media sources. Always preserve service user confidentiality when discussing cases in peer group meetings, 3 ways etc. See the UCC [*Web & Social Media Policy*](https://www.ucc.ie/en/it-policies/policies/sm-policy/), section 4 of the Social Work Registration Board (CORU) [*Code of Professional Conduct and Ethics for Social Workers*](https://coru.ie/health-and-social-care-professionals/codes-of-professional-conduct-and-ethics/) *and the* BASW’s [Social Media Policy](https://www.basw.co.uk/resources/basws-social-media-policy) for further advice and information.  If, due to extraordinary circumstances, the student leaves a placement earlier than the required placement end date, it is the student’s responsibility to ensure that all materials / readings / technology / ID cards etc. are promptly returned to the agency.  **PLACEMENT REPORT SUBMISSION**  Draft of student report to be given to practice teacher no later than 10 working days *prior* to the end of the placement.  Placement report (student and practice teacher sections) to be fully completed by the last day of placement and students to include a copy in their portfolio.  Practice teachers must email a copy of their completed and signed placement report to: [swfieldwork@ucc.ie](mailto:swfieldwork@ucc.ie) within 7 days of the end of the placement. |
| **SPECIAL NOTES / DECISIONS ARISING FROM THE 3-WAY** |
| *(optional – to be completed by UCC tutor, if relevant)* |

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| **DATE OF MIDWAY MEETING:** |  |

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| **STUDENT’S SIGNATURE:** |  |
| **PRACTICE TEACHER’S SIGNATURE:** |  |
| **TUTOR’S SIGNATURE:** |  |
| **PPT / ONSITE TASK SUPERVISOR’S SIGNATURE:** |  |
| **DATE:** |  |