

## **SOCIAL WORK**

# **ARC STUDENT PLACEMENT REQUEST GUIDANCE**

## **GUIDANCE NOTES FOR COMPLETING STUDENT PLACEMENT REQUESTS**

Completed placement requests are sent to partner agencies to consider whether they are able to provide you with a suitable practice placement. Please take your time to complete these questions accurately and reflectively, drawing on previous experiences and in consideration of your future learning needs.

- **Read the following explanations carefully before you complete the form.**
- **Remember this will be your first contact with your potential placement provider.**

<b>Placement, Location &amp; Travel</b>
Student Contact Details: Email, Mobile, Telephone Number, Address (pre-populated from ARC, where amendments need to be made students will need to do this via My UWE)
Which area do you reside in during term time?  <i>This information is needed to look at the viability of the placement location in relation to your home address. Whilst we will endeavour to take account of your address, it must be noted that this is dependent on placement availability and the experience required, therefore this may not be possible. Should this be the case, you will be expected to travel to an available placement within a 60 mile radius of Bristol.</i>
Do you have access to a car/motorbike to use to and from placement, and whilst on placement?
Do you have access to a bike to use to and from placement, and whilst on placement?
Do you have a valid driving license?
Does your insurance include business use?  <i>If you use your car during placement, you are responsible for ensuring that your insurance covers you for business use (including travel to and from placements) and the conveyance of passengers</i>
<b>*** After submission of your profile, any changes to your term time address or access to car/motorbike after should be emailed to ppoallocations@uwe.ac.uk as this may impact your allocation ***</b>
<b>Work Experience (Multiple roles can be added)</b>
<b>Please include all paid and voluntary work experience in chronological order stating the role performed and the skills you developed. PLEASE NOTE: There should be no gaps in your work history.</b>
Role/Job Title
Organisation
Dates From/To
Statutory/Non-Statutory
Paid/Voluntary
Description of role, and summary of knowledge and skills you can bring from these experiences to this placement

<b>Previous Placements</b>
Your previous placements will be pre-loaded for you to add details of your role and learning.
Setting (pre-populated from University records)
Dates (pre-populated from University records)
Placement Type (pre-populated from University records)
Service User Group (pre-populated from University records)
Non Statutory (pre-populated from University records)
Outline the type and range of work you undertook
Reflect on the learning opportunities provided and the skills developed during this placement, and identify areas for further development
<b>Learning Objectives</b>
This section is where you share your learning objectives with potential placement providers. Your learning objectives will support the matching process although it may not be possible to find an exact match. It is important your learning objectives are written in a manner that is transferable to a range of social work settings.
What strengths will you be bringing to this placement, and what are your areas for development? Please link this with the <a href="#">Professional Capabilities Framework</a>
Please state the learning objectives you want to meet while on placement. These should be linked to the relevant level of the <a href="#">Professional Capabilities Framework</a>
Detail any other relevant information you wish to provide
<b>Disabilities</b>
The University aims to be fully compliant with the Equality Act 2010 (formerly the Disability Discrimination Acts (DDA) 1995, 2005). Students with disabilities, including dyslexia or other Specific Learning Difficulties, sensory, mobility or mental health issues, medical conditions are encouraged to discuss any placement related needs with their Placement Lead at the earliest opportunity. An Occupational Health assessment is required for any reasonable adjustments to be negotiated.
<b>We would also like to draw disabled students' attention to the support available: <a href="#">Get help if you are disabled - Health and wellbeing   UWE Bristol</a></b>
Please provide details of any Disability/Health issues you may experience. This will enable us to provide relevant support and/or address any implications for Health and Safety in the workplace.
If you are pregnant or returning from Maternity leave, please also provide details in this section.
What is the nature of your disability and how is it likely to affect you in undertaking a practice placement?

Please outline the nature of disability and whether you have had an assessment for reasonable adjustments with UWE? If so, what support has been recommended (including any assistive software)?

Please indicate if you feel you would benefit from an Access to Placement Plan

### Personal Circumstances

Are there any personal circumstances you would like to be taken into account on placement, e.g. caring responsibilities or part time hours?

Please provide information here of any Personal Circumstances that you would like to have taken into consideration when allocating your placement. Whilst we endeavour to take your circumstances into consideration, it should be noted that this is not always possible.

Please be aware that you will be expected to work 4 days a week within the agency you are placed, typically 7.5 hour days, unless reasonable adjustments are agreed following an Occupational Health Assessment.

\*\*\* After submission of your profile, any changes to your Personal Circumstances should be discussed with your Placement Lead \*\*\*

### Relationships with Agencies

Partner agencies are contacted to locate suitable placements for you. Please identify any local agencies where you work/have worked (including secondment or traineeships), where you have relatives or close friends working or where you have previously or currently received any services. Please do not include names of family members or friends, who have received services/contact from Agencies.

Have you or a close relative or friend received services from local agencies?

Provide details of who has received services and with which agency

(Do not provide names)

Have you or a close relative or friend applied for services from local agencies?

Provide details of who has applied for services and with which agency

(Do not provide names)

Have you or a close relative or friend worked for local agencies?

Provide details of who has worked there, the department and the agency

(Do not provide names)

### Disclosures

Students who have previous convictions, cautions, been subject to disciplinary proceedings, investigated under Section 47 of the Children Act (1989) with respect to child protection concerns, or investigations under Safeguarding Adults procedures as well as any involvement with statutory social care services (i.e. Section 17 assessment or Care Act assessment) must declare this in the relevant section of the Placement Profile.

Students will be required to provide the Programme Leader with a written statement disclosing dates, details and the context of the incident(s). Once the Programme Leader has agreed to this statement, the student should transfer this information onto their electronic profile (only visible by relevant personnel within the Placement Team, Practice Learning Lead and the Agency Co-ordinator). If necessary, this information will be shared with an appropriate senior manager within the Agency where the student is to be considered for a placement offer and the student would be made aware.

I have considered inoculation against TB, Hepatitis and Covid 19, and am aware this is recommended prior to placement

I am aware that UWE does not undertake to provide me with a placement in any specific setting or with any specific client group

I am aware that I may be placed anywhere within a 60-mile radius of Bristol.

I am aware that if I use my car during placement, I am responsible for ensuring that my insurance covers me for business use (including travel to and from placements) and the conveyance of passengers.

Enter Student Name and Date

**Should you have any queries about the completion of this form please contact your Placement Lead.**

**For any additional information please contact:**

Practice Placement Team, [ppoallocations@uwe.ac.uk](mailto:ppoallocations@uwe.ac.uk)

Shelley Vickerman, Placement Lead, email: [shelley.vickerman@uwe.ac.uk](mailto:shelley.vickerman@uwe.ac.uk)

Any technical issues that arise with the ARC Student Profile System should be directed to [sds.operations@uwe.ac.uk](mailto:sds.operations@uwe.ac.uk)

**Failure to complete your profile by the set deadline is likely to impact upon your placement allocation**

### **Sharing Personal Data with the Practice Learning Area**

Both the University and the placement providers we work with have a legal obligation to ensure that the people involved in social work practice, or those working with vulnerable people, are suitable and do not pose a risk to those they will come into contact with. We therefore have a duty to ensure that appropriate steps are taken to verify that the people we place into this environment are both appropriate and capable of working in it.

This requires that the University share information with placement providers so that they can make appropriate assessments of capability and, where required, reasonable adjustments to accommodate your individual needs. We are required to share any information you provide about your learning needs or health issues that may impact your placement as without this, providers will not be able to take steps to provide you with appropriate reasonable adjustments on placement. If there is anything of a very sensitive nature that you would not wish to share, please contact the placement lead to discuss this further.

Information is shared under the lawful basis provided under:

GDPR Articles 6 (1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

GDPR Article 9 (2)

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

UK Data Protection Act 2018

Schedule 1 Part 1 Para 1 – Employment, social security and social protection:

(1) (a) the processing is necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law, social security law or the law relating to social protection

Schedule 1 Part 1 Para 2 (1 & 2) – health or social care purposes:

(1) This condition is met if the processing is necessary for health or social care purposes.

(2) In this paragraph “health or social care purposes” means the purposes of—

(a) preventive or occupational medicine,

(1) (b) the assessment of the working capacity of an employee,