## 

**WBL3: Pre-Placement/Project Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **University Staff Completing Checklist** | **Relating to Student/Student Number** | **Placed with Organisation** | |
|  |  |  | |
| **University Governance Check** | | | |
| A Work Placement/Work-Based Project Agreement & Risk Assessment Form (WBL2.1/2.2) has been completed and retained in line with the University’s Work Placement and Work-Based Learning Policy. | | | Confirm |
| The host organisation has been provided with a Host Organisation Handbook and made aware of their responsibilities through the handbook. | | | Confirm |
| The student has been provided with a Student Placement/Project Handbook and made aware of their responsibilities through the handbook. | | | Confirm |
| **Suitability of Placement Check** | | | |
| Students have been provided with sufficient information and guidance to make an informed choice about the placement/project opportunity. | | | Confirm |
| Students with disabilities have been provided with sufficient information and guidance to make an informed decision about suitability of the placement/project and whether they require any reasonable adjustments. | | | Confirm |
| **Health & Safety Check** | | | |
| A risk assessment has been completed and signed off for the work placement/work-based project following discussion with the host organisation. This Risk Assessment and is fully completed and documented in WBL2.1/2.2 (as appropriate). | | | Confirm |
| The host organisation is aware of their obligations under GDPR legislation and has appropriate data protection policies and practices in place. | | | Confirm |
| The student is aware of their obligations under GDPR legislation and will adhere to any additional confidentiality agreements in place. | | | Confirm |
| Procedures are in place to deal with queries, concerns or issues complaints that may arise during the work placement/work-based project and have been provided to both the organisation and the student. | | | Confirm |
| **Academic Integrity Check** | | | |
| The student has been allocated an academic supervisor or equivalent academic staff to support them and to ensure the work placement/work-based project stays on track. | | | Confirm |
| Learning outcomes are defined, relevant to the programme and achievable within the setting of the work placement/work-based project opportunity. | | | Confirm |
| Students have been informed of assessment deadlines and procedures, including marking criteria. | | | Confirm |
| **Evaluation Check** | | | |
| Mechanisms are in place to obtain student feedback on their experience in line with standard university procedure. | | | Confirm |
| Employers will be issued with the Employer Evaluation Survey upon completion of the work placement/work-based project to allow feedback and full evaluation of the experience. *(Contact details for employers should be provided to central WBL team for issuing evaluations)* | | | Confirm |