

B.A. in Applied Social Studies (Professional Social Care) Placement Learning Contract

The Placement Learning Contract allows a Carlow College, St. Patrick's Learner (hereafter referred to as 'Carlow College' or the 'College', the Field Practice Educator at the Host organisation and the College's Placement Co-Ordinator (or designate) to agree on the expectations, obligations and intended learning outcomes for the duration of the Placement. It is operational only where an Agreement exists between Carlow College and the Host organisation.

The Placement Learning Contract must be put in place in the first week of placement and takes effect from the date of signing. The Placement Learning Contract should be discussed, agreed, signed and dated by the Learner and Field Practice Educator. Following this, the Learner should return a copy of the Contract to the College's Placement Co-Ordinator by the required date indicated.

Key Roles Definition:

College Practice Educator: A College employee assigned to the individual learner in relation to their placement.

Field Practice Educator: An employee of the Host with a specific role in relation to the supervision and assessment of the learner on placement.

Placement Co-ordinator: An employee of the College with overall responsibility for the organisation, monitoring and management of Social Care placements.

Placement details	
Learner's Name	
Learner's Year of Study	
Host organisation	Name and address:
Field Practice Educator	Name:
	Email:
	Tel:
Placement Start date	
Placement End date	
Workload (distribution of 400 hours over 13 weeks):	
College Practice Educator	Name:
	Email:
	Tel:



PROFESSIONAL PRACTICE LEARNING OBJECTIVES FOR PLACEMENT

(AS PER CRITERIA AND STANDARDS OF PROFICIENCY FOR SOCIAL CARE EDUCATION AND TRAINING PROGRAMMES)

Domain 1 Professional autonomy and accountability

This domain addresses the ability to make and justify professional decisions, to take responsibility for one's practice, to recognise own limitations, to consult appropriately, to act in accordance with relevant legislation, ethics and policy, and to work in an anti-discriminatory manner to uphold human rights and social justice. Along with understanding the concept and application of confidentiality.

LEARNING OBJECTIVE

Identify one learning objective in relation to this set of proficiencies

LEARNING PLAN IN RELATION TO THIS OBJECTIVE

Identify areas of practice or other opportunities that will enable learning in relation to the objective



Domain 2 Communication, Collaboration practice and Team-working

This domain encompasses the ability to communicate with clients together with capacity to communicate verbally, non-verbally, in writing and using I.T. systems. Capacity to build constructive relationships, to work collaboratively with service users, other professionals and external agencies and to be an effective team member are also addressed under this domain.

LEARNING OBJECTIVE
Identify one learning objective in relation to this set of proficiencies
LEARNING PLAN IN RELATION TO THIS OBJECTIVE
Identify areas of practice or other opportunities that will enable learning in relation to the objective



Domain 5 Professional Knowledge and Skills

This domain includes the capacity to demonstrate a critical understanding and application of social care concepts, methods and skills. To act in accordance with relevant legislation, ethics and policies and to apply a human rights based approach to practice.

LEARNING OBJECTIVE

Identify one learning objective in relation to this set of proficiencies

LEARNING PLAN IN RELATION TO THIS OBJECTIVE

Identify areas of practice or other opportunities that will enable learning in relation to the objective

By signing the Placement Learning Contract, the named Learner agrees to the following:

- To abide by the guidelines set out in the Social Care Practice Placement Handbook
- To adhere to their responsibilities as a Learner under the Carlow College *Fitness to Practice policy*
- To engage fully with the Placement, including but not limited to, attendance at the Placement preparation programme
- That placement is unpaid
- That no unexplained absence is permitted from the placement.
- To notify the Field Practice Educator and College Practice Educator if unable to attend Placement for any reason. Such notification will occur prior to commencement of the first day of any absence from Placement
- To communicate absences using the contact details on page 1 of this Contract and completion of the appropriate forms supplied by the College, including submission of a copy of any medical certificate where necessary to both Field Practice Educator and College Placement Co-ordinator.
- The Learner must additionally inform the Field Practice Educator and Placement Co-ordinator of the expected day of return to placement
- In the event that my Placement details change, to notify the Placement Co-ordinator without delay
- To meet the norms and expectations for professional conduct and dress while on Placement
- To familiarise him/herself and comply with the Host organisation's policies and procedures
- To strive to achieve the aims and intended outcomes of the agreed learning goals
- I understand that I may / may not choose to disclose a disability during Placement, and that if I elect to disclose a disability, Carlow College and the Host organisation will work together to put any required reasonable accommodations in place for me
- I understand the importance of confidentiality of information about service users, and will keep information which is entrusted to me during Placement confidential

The Field Practice Educator agrees to:

- Facilitate the Learner on placement
- Provide a safe environment for the Learner, including a full induction at the start of the placement
- Assist the Learner in arriving at decisions regarding their Placement Learning Contract
- Retain a copy of the Learner's Placement Learning Contract on file
- Provide practice opportunities that will allow the learner to meet the intended learning outcomes of the Placement and the programme
- Respect the Learner and provide honest and constructive feedback
- Inform the Learner of alternative staff (if unable to supervise the learner that day)
- Complete the necessary Feedback and Evaluation forms at the end of placement

Termination of Practice Placement

- In the case where the Host organisation's rules are not respected, the Field Practice Educator and/or the Host is entitled to stop the placement after notifying the College Placement Co-ordinator and Learner by email. The College's *Fitness to Practice Policy* and *Breach of Professional Conduct (Professional Social Care)* policies outline the relevant process and appeals.
- The email is deemed delivered unless the sender receives an automated message stating that it has not been delivered. The Placement Co-ordinator will acknowledge the email on behalf of the College. The College may immediately terminate the placement. A repeat opportunity will be explored after the next available sitting of College Exam Boards.
- An individual Learner Placement can be terminated by any party with immediate effect in the event of gross misconduct by Carlow College, the Host or the individual Learner.

We agree that this placement will be undertaken in accordance with the Code of Professional Conduct and Ethics for Social Care Workers. (Social Care Workers Registration Board, CORU, 2019) and note the following:

STUDENT SUPERVISION: It is a course requirement that formal supervision takes place throughout placement. A weekly supervision session of 60 minutes duration is advised. Components of supervision include reflective learning and practice, support, and organisational and policy issues.

Supervision Arrangements: Day: _____ **Time:** _____

STUDY TIME: Learners on professional practice placement are required to complete a significant written project (Portfolio). This portfolio work is recognised as part of the overall placement workload and is normally in addition to the required 400 hours workload per placement to be achieved. Time to complete the portfolio should be agreed with the Field Practice Educator.

SICK LEAVE: Learners must notify their Field Practice Educator and College Practice Educator at their earliest opportunity should they be unavailable for work due to sickness, and they must submit copy of any medical certificate to both Field Practice Educator and College Placement Co-ordinator.

CONCERNS: If there are concerns about a Learner's ability to respond to practice related feedback contact the Placement Co-ordinator at the earliest opportunity to discuss these concerns and develop a response that will aid the Learner's progression toward independence in practice.

Signatures

Learner: _____ **Date:** _____

Field Practice Educator: _____ **Date:** _____

Placement Co-ordinator: _____ **Date:** _____

Signed on behalf of the Host:	Signed on behalf of Carlow College, St Patrick's:
Name:	Name:
Date:	Date:

*Please return completed and signed form to Placement Co-ordinator by
Contracts take effect from the date signed by all [three] parties.*