

NCFE CACHE Level 3 Extended Diploma in Health and Social Care (Adults) (Northern Ireland) (603/5355/7)

Placement Handbook:
A Guide for Learners

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Introduction

This Placement Handbook is designed for learners to reflect on their placement experience throughout the delivery of the Level 3 Extended Diploma in Health and Social Care (Adults) (Northern Ireland) qualification. It should be used to record the learner's progress in several core subject areas.

The following knowledge and skills within the Professional Skills Profile are covered by mandatory units within the Extended Diploma:

- positive role modelling
- policy and procedure
- communication
- valuing diversity
- inclusive practice
- health and safety
- professional development.

Placement Handbooks must be completed with input from you, the learner and the placement mentor. The minimum required placement hours is 100 hours.

Section 1

Placement details

Placement details

Use the table below to record details of your placement(s). Complete the table for each placement attended.

Learner name	
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Tutor name	
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Contact details	
-----------------	--

Placement details and contact number	
--------------------------------------	--

Placement type/description of service	
---------------------------------------	--

Name of mentor	
----------------	--

Date of induction	
-------------------	--

Start date/finish date	
------------------------	--

Copy the table as required.

Attendance record

Attendance		
Include any period of absence with an explanation		
Date	Total hours	Signature of mentor

Add more rows as required.

Section 2

Induction

Induction

Use this table to help you to think about the things that you need to do before starting placement, and to record your induction meeting with your mentor at placement.

Induction date	
What time should I arrive? Do I need to sign in? What time do I finish? What room do I go to?	
Is there a dress code? Is there anything I cannot wear? Do I need a uniform? Do I need an ID badge?	
What documentation do I need to take as evidence of the qualification I am studying?	

Which policies and procedures do I need to know about, and why?

Following your induction day, complete the reflection below.

Reflection: Write about the induction day here.

What did you learn?
Do you feel more prepared now?
What did you forget to ask?

Section 3

Reflecting on progress

Reflecting on progress

Reflection is an essential part of becoming an effective practitioner. We have provided the following Professional Skills Profile to enable you to reflect on your experience in placement.

You should use the following Professional Skills Profile in collaboration with your placement mentor and Tutor to record your progress at regular intervals*. You can then discuss your experiences and reflections with your placement mentor and Tutor. Your mentor and Tutor will discuss your progress, as well as offer you feedback. This feedback will support your learning and progression.

At the end of your placement your Professional Skills Profile must be signed and dated by you, your placement mentor and your Tutor. The Confirmation of Placement Hours table (see page 21) must also be signed and dated.

* 'regular intervals': more than once during placement, although it is recommended that you revisit the Professional Skills Profile with your Tutor and mentor more frequently if time and circumstances allow.

Required placement hours

The minimum required placement hours is 100 hours. You may choose to complete more than the minimum requirement.

Professional Skills Profile

No.	Skills Profile	Your comments	Comments from mentor/Tutor
1.	Be a positive role model in relation to: <ul style="list-style-type: none">• behaviour• confidentiality• timekeeping• safeguarding and welfare• health and hygiene.		

No.	Skills Profile	Your comments	Comments from mentor/Tutor
2.	Follow the policies and procedures of the setting in relation to: <ul style="list-style-type: none">• health and safety• safeguarding• reporting (eg data protection)• equality, diversity and inclusion.		

No.	Skills Profile	Your comments	Comments from mentor/Tutor
3.	Communicate effectively with individuals.		

No.	Skills Profile	Your comments	Comments from mentor/Tutor
4.	Communicate effectively with colleagues and others as appropriate, demonstrating a good command of the English language in both written and spoken form.		

No.	Skills Profile	Your comments	Comments from mentor/Tutor
5.	Value diversity.		

No.	Skills Profile	Your comments	Comments from mentor/Tutor
6.	Contribute to inclusive practice.		

No.	Skills Profile	Your comments	Comments from mentor/Tutor
7.	Contribute to a healthy and safe environment.		

No.	Skills Profile	Your comments	Comments from mentor/Tutor
8.	Show a commitment to own professional development.		

No.	Skills Profile	Your comments
9.	<p>Your learning</p> <p>Use this space to reflect on your learning and experience at placement. You may also reflect on comments received from your placement mentor and/or Tutor. Think about ways you could improve your practice:</p> <ul style="list-style-type: none"> • What have I been involved in? • What did I do well/how could I improve my practice? • What goals can I set for personal and professional development? 	

Learner signature and date	
Mentor signature and date	
Tutor signature and date	

Confirmation of placement hours

To be completed at the end of your placement:

Total placement hours completed	
Learner name, signature and date	
Mentor name, signature and date	
Tutor name, signature and date	

Section 4

Placement checklist for learners

Placement checklist for learners

This checklist summarises the activities required in preparation for, and during, your placement and identifies who is responsible for carrying them out.

Activity	You	Mentor	Tutor
Record placement details	✓		
Preparing for your learner		✓	
Complete induction details	✓	✓	
Complete attendance record	✓	✓	
Use the Professional Skills Profile at regular intervals* to reflect on placement experience	✓		
Use the Professional Skills Profile at regular intervals* to review your placement experience and progress	✓	✓	✓
Use the Professional Skills Profile to provide feedback on your progress		✓	✓
Sign and date the Professional Skills Profile	✓	✓	✓
Confirm the number of placement hours completed	✓	✓	✓

* 'regular intervals': more than once during placement, although it is recommended that you revisit the Professional Skills Profile with your Tutor and mentor more frequently if time and circumstances allow.

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