**Student Placement Checklist**

This checklist is to assist you with the key administrative and induction arrangements required prior to and on commencement of a placement.

**Name of Student:**

**Name of Practice Supervisor:**

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|  | Notes | Date completed or Not Applicable (N/A) |
| Arrange equipment & telephony  If the team is not supplying a laptop for the student please contact the Social Work Academy who will arrange a laptop for the duration of the student placement.  A mobile phone should be provided for the student to carry out their work, if the team is not supplying one, please advise the Social work Academy who will arrange a mobile phone for the duration of the student placement.  Please discuss any additional support requirements with the social work academy (such as readwrite software). This can then be arranged for the student for the duration of the placement. | <https://staffnet.gloucestershire.gov.uk/internal-services/the-ict-service/starters-movers-and-leavers/>  If you have spare equipment within your budget please use the transfer of hardware form on the digital help desk to ensure this is utilised. |  |
| A copy of DBS, car insurance and MOT to be kept on file for the duration of the placement. |  |  |
| Arrange Liquid logic training | <https://staffnet.gloucestershire.gov.uk/internal-services/the-ict-service/apply-for-applications/liquidlogic-ics/> |  |
| Arrange ID Card access for new starter | <https://staffnet.gloucestershire.gov.uk/employee-information-and-support/security-and-id-cards-for-staff/> |  |
| Order name badge for new starter | Email the General Office stating the employee’s name and the cost centre the badge is to be charged to. [resources.general@gloucestershire.gov.uk](mailto:resources.general@gloucestershire.gov.uk) |  |
| Order parking permit (if required) | <https://staffnet.gloucestershire.gov.uk/social/travelsmart-and-car-parking/car-parking/> |  |
| Complete e-induction | <https://staffnet.gloucestershire.gov.uk/employee-information-and-support/hr-and-employment-handbook/induction-and-probation/> |  |
| Explain communication arrangements (Telephones, email, Team meetings) |  |  |
| Explain the new starter’s responsibility for promoting and safeguarding the welfare of children and young people and where to find our procedures. | <http://gloucestershirechildcare.proceduresonline.com/> |  |
| Claiming expenses  Student expenses and mileage claims  All monies due to students should be paid from the placement team budget. A claim form for this is attached (Non county Councillors Form) and this must be submitted on a monthly basis by the student and be signed off by the budget holder.   * Use one form per person and complete in full, including GL code and Cost Centre information. * Attach the form with the claimants bank details included within the mail & return to contact us for the attention of the Payments Team | Form can be found here  [mileage claim form](https://gloucestershirechildcare.proceduresonline.com/docs_library.html%23student_sw) |  |
| Training & Development & CPD websites | <https://staffnet.gloucestershire.gov.uk/public-facing-departments/childrens-social-care/learning-and-development/>  <http://www.gscb.org.uk/>  [Social Work England](https://www.socialworkengland.org.uk/standards/professional-standards/) |  |
| Research in practice account | <https://www.rip.org.uk/login/create-account/>  (use GCC email address) |  |