**Arrangements for social work apprenticeship ‘placements’ (contrasted setting element)**

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| **SW Apprentice** | **Current team and Team Manager** | **Contrasted setting** | **Host Team Manager** |
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**Placement dates**

Apprentices will start placement in their host team on the DATE(unless an alternative start date has been discussed with the SW Consultants). The placement will be 50 days long. The placements will end on DATE.

The apprentices will be attending university or study days on most DAY OF WEEK, as per their university timetable – they must continue to do so for the duration of the placement. Bank Holidays do not count as placement days.

**Pre-placement planning and meeting**

Pre-placement planning:

* Where possible, apprentices’ caseloads should start being scaled down and consideration given to any new allocations.
* Team Managers should consider complexity of existing work on current caseloads being handed over and re-allocated to other team members where appropriate.
* Apprentices should start informing citizens and their families regarding the upcoming change so they are prepared for the temporary arrangements.

Pre-placement meeting to be arranged by the apprentice, between themselves and their mentor/TM from both teams before the placement starts.

The following items should be considered at the pre-placement meeting:

* Practical arrangements (e.g. office/home working, working pattern, emergency contacts, induction to team).
* Any important information re: health and wellbeing that needs to be shared.
* Discussion re any cases from substantive post that are deemed appropriate for work to be continued by apprentice.
* Share details of apprentice’s learning and development needs.

**Supervision arrangements**

It is agreed that within the 50 day period, 3 supervision sessions will be undertaken by the manager/mentor in the receiving team. The apprentice’s mentor should be invited to and attend one of these supervision sessions.

**Assessment of practice**

During the course of the placement, the host supervisor/Team Manager will need to undertake one formal direct observation of practice and the relevant proforma should be used to record this.

At the end of the placement the apprentice should complete a short reflection on the placement, again, using the relevant proforma.

**Emergency arrangements/absence**

In the event of sickness/emergency absence within the placement period, it is confirmed that the placement will not be extended and accepted that in this scenario, the apprentice will have completed fewer days practice in a contrasting setting. In the event of sickness/emergency leave, the apprentice should report this to both their usual TM and their host TM.

Please contact the Social Work Consultants with any further queries.