**Social work apprentice contrasted learning assessed work experience**

**Learning agreement form**

|  |  |
| --- | --- |
| ‘Placement’ start date |  |
| Estimated end date |  |
| Number of days to be completed (50 days for full time staff/ pro rata for part time staff) |  |

**Apprentice details**

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| Email address |  |
| Substantive post |  |

**Details of contrasted learning setting**

|  |  |
| --- | --- |
| Team name |  |
| Address |  |
| Main telephone no. |  |
| Team Manager name and contact number |  |

**Work based mentor details**

|  |  |
| --- | --- |
| Name |  |
| Telephone contact |  |
| Email address |  |

**University Skills Coach details**

|  |  |
| --- | --- |
| Name |  |
| Telephone contact |  |
| Email address |  |

**LEARNING REQUIREMENTS OF THE APPRENTICE**

**The apprentice’s practice is assessed against the social work apprentice standards and the apprentice is required to practice in line with the Social Work England Professional Standards. The apprentice or their mentor may have identified additional learning needs which should be noted below.**

|  |  |
| --- | --- |
| List the specific learning needs identified by the apprentice and/or previous assessment (if applicable) and specify how they will be met. | |
| **Learning need** | **Addressed by** |
|  |  |
| Does the apprentice have a learning plan?  Are reasonable adjustments needed to support learning? Please give details of how such needs will be met. | **Yes NO** |
| **Academic progress** | |
| Are there any academic assignments due during the course of the placement? Are there any issues arising from this? |  |

**PLACEMENT LEARNING OPPORTUNITIES**

Please identify the range of opportunities the apprentice will have during the placement. This should include identification of how opportunities for the apprentice to meet the learning needs identified at their reviews will be provided.

|  |  |
| --- | --- |
| On this placement, the apprentice will have the opportunity to …. | Links to social work apprentice standards. |
|  |  |
|  |  |
|  |  |
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|  |  |

**PRACTICAL ARRANGEMENTS**

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| --- |
| Hours of work. Note any special arrangements/ reduced hours etc. |
|  |
| Data Security: Confidentiality and Safe Practice . Note any issues, including details of policies which apprentices must adhere to, in respect of use of personal IT equipment on placement and/or circumstances in which they may or may not use personal equipment during their practice placement (including eg. memory sticks, email addresses, social media) |
|  |

**AREAS OF HAZARD AND RISK**

|  |  |
| --- | --- |
| List areas of hazard and risk and how they will be managed. Specific requirements e.g. Health and Safety, accountability, apprentice’s responsibilities etc., including the name of the person to whom any concerns should be reported. | |
| The apprentice is familiar with the health and safety policies and procedures of the agency (who will provide policies and when?) |  |
| Specific health and safety matters relating to the placement will be explained to the apprentice by: |  |
| Does the apprentice have a car they are authorised to use for duties where appropriate and have business insurance, tax , MOT. |  |

**SUPERVISION**

**It is expected that apprentices will receive supervision from the supervisor three times during the placement. At least one meeting involving the apprentice, supervisor and mentor should be held over the course of the placement.**

|  |  |
| --- | --- |
| Frequency of supervision with host supervisor |  |
| Date of first supervision with supervisor |  |
| Arrangements for recording supervision |  |

**DIRECT OBSERVATION OF PRACTICE**

**One direct observation of practice is required during the course of the placement and should be completed by the host supervisor, with adequate planning beforehand. The remaining two observations of practice should be completed by the appointed work based mentor within the apprentices substantive team.**

**SIGNATURES OF ALL PARTIES TO THE AGREEMENT**

|  |  |
| --- | --- |
| Apprentice |  |
| Host supervisor |  |
| Work based mentor |  |
| Date |  |