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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer

Community
Legal Service



Help Point

STUDENT PLACEMENT POLICY AND PROCEDURES

POLICY STATEMENT

Signposts is keen to offer development opportunities to people outside of the organisation as part of a commitment to wider workforce development needs.

We will take students on placements when we can offer them meaningful support and developmental opportunities and not because it can seem an easy solution to staffing sessions.

This policy should be read in conjunction with the Social Work Student Handbook.

RECRUITMENT PROCEDURES

Signposts will only offer a placement, which will be beneficial to both Signposts and student.

If a student requires a Social Work Qualified PA or Accredited PA or JNC nationally qualified supervisor the placement should not be confirmed until arrangements have been made. Signposts will aim to address requirements such as this but if resources are not available then we will help the student find alternative support or another placement.

Each student will be assessed from the level to which they come into the project.

RESPONSIBILITY OF STUDENTS/TRAINEES

Students must understand and work within Signposts' values, policies and procedures and will be subject to the same supervision, support and disciplinary procedures as other colleagues.

Students will be expected to give adequate notification of any absence when possible; this includes notification of any training, hospital or doctor's appointments.

In the event of a student failure to meet their responsibility to the project, their Signposts Line Manager will contact the relevant person/body to discuss how the situation can be resolved between both organisations and the student.

Chief Executive

Revised September 2011

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust