# Lancaster University logoPre-Placement Checklist

**If any of the fields are not applicable to you, please add “N/A”**

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| **1. Contact details for Placement Practice Educator and (if applicable) Onsite Supervisor** | **Practice Educator:** |
| **Onsite Supervisor (if applicable):** |
| **2. Relevant personal circumstances**  e.g., caring commitments, health-related appointments, etc.  **Please include how these will be managed** |  |
| **3. Any pre-arranged events booked during the period of placement?** |  |
| **4. Specific learning or disability needs**  e.g., dyslexia, anxiety, mobility, etc.  **Please include the plan for how these will be met, e.g. the test of any computer support equipment.** |  |
| **5. Details of any additional reading advised prior to placement start** |  |
| **6. Dress code** |  |
| **7. Any vaccinations required?** |  |
| **8. Potential conflicts of interest discussed** |  |
| **9. Business car insurance required?** |  |
| **10. Travel expenses arrangements** |  |
| **11. Placement start date** |  |
| **12. Placement Tutor** |  |
| **13. Availability for Practice Learning Agreement (PLA) meeting**  The PLA is normally scheduled to take place within the first two weeks of placement. The student, practice educator, placement tutor and (if applicable) onsite supervisor are usually in attendance. |  |
| **14. Working hours agreed** |  |
| **15. Have you shown your DBS?** |  |
| **16. Specific working arrangements**  i.e. office or home-based working, and likelihood of need to travel outside local area |  |
| **17. Any other issues discussed?** |  |

**Students should complete this checklist during the pre-placement meeting and this completed form should be sent to** [**swplacements@lancaster.ac.uk**](mailto:swplacements@lancaster.ac.uk) **no later than 48 hours after the meeting has taken place.**