November 2019

Thank you for accepting ……………………………………………………………………………. for a work placement.

This student is in the first year of a level 3 BTEC Subsidiary Diploma in Health and Social Care course. The course requires work placement as part of the student’s learning and provides a valuable opportunity to allow the student to link the theory they have learned in the classroom to practice in the care setting.

The placement links to several units that make up the qualification and the student has several key tasks to complete whilst they are on work placement. They have been provided with a work placement pack to help them achieve these tasks, but they will need time to research and observe in order to complete these tasks.

We have asked the student to show this pack to the person who has responsibility for them whilst on their placement.

**Key tasks during placement:**

* For the Personal & Professional Development unit students are required to complete a daily log in their work experience reflective diary. The student is fully aware that it is important not to name staff or clients within their records. They should be evidencing their learning and the skills they are developing.
* To be familiar with the management structure and job roles within the setting.
* To gather information for other units such as unit 1 Communication, unit 2 Equality & Diversity & unit 3 Health Safety & Security.
* As part of their studies for Unit 1 – Communication, students are required to undertake an assessed one to one interaction and an assessed group interaction. We would be most grateful if these could be undertaken during the work placement. Students have been asked to show you the assessment booklet.

Please do not hesitate to contact the Health and Social Care team at the college if you have any problems/concerns on 01744 452200.

Yours Faithfully

**Pam Maggs Tracey Coster Victoria Moran**

**Head of Dept Health & Social Care Health & Social Care Teacher Work Placement coordinator**