

# Pre-Placement Checklist

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| **Contact details for Placement Practice Educator and work-based supervisor (if applicable)** |  |
| **Relevant personal circumstances, e.g., caring commitments, health-related appointments, etc., and how these will be managed** |  |
| **Any pre-arranged events booked during the period of placement?** |  |
| **Specific learning or disability needs, e.g., dyslexia, anxiety, mobility, etc., and the plan for how these will be met., including test of any computer support equipment, e.g., Dragon, Supernova, etc.** |  |
| **Details of any additional reading advised prior to placement start** |  |
| **Dress code** |  |
| **Any vaccinations required?** |  |
| **Potential conflicts of interest discussed** |  |

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| **If placement agreed, discuss availability for Practice Learning Agreement (PLA) meeting** |  |
| **Business car insurance required?** |  |
| **Travel expenses arrangements** |  |
| **Placement start date** |  |
| **Working hours agreed** |  |
| **Have you shown your DBS?** |  |
| **Specific working arrangements, i.e., office or home-based working, and likelihood of need to travel outside local area** |  |
| **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** **no later than 48 hours after the meeting has taken place.**