# Induction/Placement Checklist

#### Security and access on placement

ID Card / badges

Tour of facilities

Library access

ICT password / VLE access

Identify working areas

Identify lunch/break areas

Check placement term dates

#### Identify key placement staff and collect contact details as required

Mentor

Course Leader

Head of Department

ITT/NQT Co-ordinator

Administrative staff

#### Placement Mentor

Arrange first meeting

Arrange regular progress meetings

Agree timetable

Negotiate end date

Arrange initial observation

Arrange observations

Negotiate FT block timetable

#### Placement policies and procedures

Health and Safety

Safeguarding

Emergency / Security contacts

Equal Opportunities

Disciplinary

Absences / sickness

#### University Placement team

Confirm placement start date

Confirm mentor contact details

Inform of any changes to your placement and/or mentor

Confirm placement end date

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**Please show this list to members of staff at your placement to ensure they are aware of the information and documentation you require.**