# 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.**