

GUIDELINES FOR STUDENT PLACEMENTS

1. PLACEMENT REQUESTS

All requests for placements are to be directed to the Corporate Manager of Agenzija SAPPOR. Placement Coordinators are to communicate with the Corporate Manager and discuss the possibilities of placements. The Placement Coordinators are also to inform the manager of their requests in writing. Should any SAPPOR employee be approached by a Placement Coordinator, s/he is to direct the Coordinator to the Corporate Manager and refrain from prematurely discussing any placement that has not yet been acknowledged and approved by the Corporate Manager in conjunction with the Human Resource Committee.

2. CONTACT WITH AGENCY SUPERVISORS

Following discussions with the Placement Coordinator, and the approval of the Human Resource Committee, the Corporate Manager shall establish contact with the relevant Supervisors and forward the requests for placements. Upon reply from the Supervisors, the Placement Coordinator will be informed of the decision by the Corporate Manager.

3. SUPERVISORS' RESPONSIBILITIES

When the reply to the requests for placements is in the affirmative, the Supervisor is to indicate who will be acting as fieldwork teacher throughout the placement should the specific placement require such support. The Supervisors themselves may perform the duties of Fieldwork Teacher; otherwise they may nominate team members who they are confident would carry out such a task responsibly and effectively. Preferably, there should not be more than one student for every Fieldwork Teacher.

4. FIELDWORK TEACHERS' RESPONSIBILITIES

Fieldwork Teachers are to satisfy the requirements of both the Agency and the Educational Institution within which the students are receiving their education. Requirements of the Educational Institution will be communicated by the Placement Coordinator whilst Agency requirements will be drawn up by the Corporate Manager and may be revised from time to time according to the exigencies of the Agency.

Fieldwork Teachers shall participate in training, which the Agency identifies as necessary for the members of staff concerned in order to carry out Fieldwork Teacher responsibilities to the best of their abilities.

5. FINALISING GROUNDWORK

On receiving a favourable reply, the Placement Coordinator is to forward to the Corporate Manager the list of students who will be carrying out their placement within one of the Services of the Agency prior to the commencement of the placement.

6. PRELIMINARY GROUP MEETING

The students who will be starting their placement within Agenzija SAPPOR shall attend an initial Preliminary Group Meeting with the Corporate Manager and/or Services Manager. The date and time of the meeting shall be agreed upon between the Placement Coordinator and the Corporate Manager. During this meeting, the students will receive an overview of the Agency, its functions, and its Policies and Procedures. Students will be required to read and sign the Confidentiality Statement. Moreover, students must agree in writing that they will follow Agency Policies and Procedures.

7. STUDENTS' SUPERVISION SESSIONS

It is essential that supervision sessions with students by the Fieldwork Teacher be carried out on regular basis with the frequency required by the educational institution concerned.

8. MONTHLY RECORD

Fieldwork Teachers are expected to discuss the way a student's placement is progressing with their Supervisors during supervision. Moreover, Fieldwork Teachers are expected to submit a monthly report to the Corporate Manager regarding the placement proceedings. The report must be signed by both the Fieldwork Teacher and the student. The Corporate Manager may ask for further information regarding the placement should this be required.

9. ADDRESSING PROBLEMS THROUGHOUT THE PLACEMENT

The primary responsibility for dealing with any difficulties that a student may be encountering throughout a placement is that of the Placement Coordinator of the respective Educational Institution together with the student's Fieldwork Teacher. However, it is the responsibility of the latter to inform his/her Agency Supervisor and the Corporate Manager of any major difficulty that may arise, particularly any problem which may lead to the placement being terminated prematurely. The Corporate Manager reserves the right to organise a meeting with the student at any time during the placement to discuss pertinent issues.

10. EXIT INTERVIEW & EVALUATION QUESTIONNAIRE

An exit interview shall be held at the end of the placement between the Placement Coordinator, the students and the Corporate Manager and Services Manager of Agenzija SAPPOR. The aim of such a meeting is that of creating a forum for the sharing of feedback regarding the placement as well as on the experience within the Agency in general. Moreover, at the end of the placement, students shall be required to compile an evaluation questionnaire provided by the Corporate Manager.

11. STUDENTS' ASSESSMENT REPORTS

On completion of the placement, the Fieldwork Teacher with the consent of the student, is to pass on a copy of the student's final assessment report drawn up to the Corporate Manager.