

## Appendix 22: Placement Planning Document



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

### Placement Planning Document

The purpose of this document is to assist practice educators in placement planning. Ideally, this form should be completed prior to the student starting placement.

Should the practice educator be scheduled to take leave or is faced with unexpected leave during the course of the student's placement it is important that alternative arrangements are put in place. We recommend that a "stand-by PE" is allocated to each student but if this is not possible please document in the "arrangements/comments" section what the arrangements will be for the student during your absence.

<b>Name of student</b>	
<b>Placement level</b>	
<b>Length of placement</b>	
<b>Name of PE</b>	
<b>Name of stand-by PE (if applicable)</b>	

<b>Type of leave Dates Arrangements</b>	<b>Comments</b>
<b>Annual leave</b>	
<b>Study/course commitments</b>	
<b>Maternity leave</b>	

\*Please feel free to add to this document as required.

Date of completion: \_\_\_\_\_

Practice educator's signature: \_\_\_\_\_