

Appendix 15: Student Pre-Placement Administrative Checklist



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Student Pre Placement Administrative Checklist

Task	Completed	Comment
Send CV and introductory email (include Garda Vetting) to assigned Practice Educator within 1 week of receiving allocation.		
Complete pre-readings for the placement.		
Review the CORU & AOTI Codes of Professional Conduct and Ethics.		
Ensure mandatory training is complete and up to date.		
Review the Practice Education Handbook.		
Review previous assessment form and upcoming assessment form.		
Develop a draft learning contract/personal development plan.		
Complete pre-placement site visit.		
Complete and sign off on placement induction checklist in collaboration with PE (at site visit or during induction period).		