

PRACTICE PLACEMENTS POLICY/PROCEDURE DOCUMENT CONTROL SHEET

General Document/Version Control Information

1. Document Title	Form SWWB2 – Request to Interview a Social Work Student of Northumbria University
2. Version Number & Status	Version 1.0
3. Date submitted for Final Approval	23/06/2009
4. Document Approved On (Date)	23/06/2009
5. Frequency of Review	Annual
6. Date Next Review Due	01/08/2014
7. Location of Current/Live Document	http://www.northumbria.ac.uk/sd/academic/sches/placements/policies/

Consultation Checklist

	Stakeholder consulted in the development of this document
1. Practice Placements/School Policies & Procedures Group	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. External Partners/Stakeholders (list details)	Social Work Partner Agencies
3. University Secretary's Office (Legal)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. University Secretary's Office (Data Protection/Records & Info.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. University Secretary's Office (Student Complaints & Appeals)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6. Equality & Diversity Impact Assessment	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7. Student and Staff Affairs Committee (for final approval)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8. School Management Group (for sign-off)	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Other (please enter details)	

Circulation Checklist

1. Date document circulated	15/07/2009
2. Document Published to eLearning Portal?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Document Published to Placements Website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. Document updated on Shared Drive facilities?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Note made to reference document in relevant School literature (Newsletters, handbooks etc?)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6. Relevant Staff informed via email?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7. Relevant School Committees advised? (please list those that apply)	
8. Please list details of those external partners/stakeholders that have been notified of the publication of this document	

FORM SWWB2 - REQUEST TO INTERVIEW A SOCIAL WORK STUDENT OF NORTHUMBRIA UNIVERSITY

CONFIDENTIAL DOCUMENTATION

The form is designed using MS Word Form please complete by commenting in grey dialogue boxes, tick boxes or selecting from drop down menus. Either print off (and complete by hand in black ink) or Save as a Word Document and forward to the address provided at the end of the form, or e-mail to the Practice Placement Office. A copy will be retained in applicant/student file and by the Practice Placements Office.

1. Details of Person Requesting Interview (To be completed by the Placement Provider Representative)

Name & Title:

Position:

Contact Details:

Date of Request to Interview: Click here to enter a date.

Brief Details of reasons for request (only bullet points please):

2. Contact Details (To be completed by the Placement Provider)

Student Name:

Programme / Level:

Placement Name:

Practice Assessor:

Link Worker:

Agency Practice Learning Coordinator or Manager:

3. ACTION PLAN (To be completed by Director of Practice Placements)

Has the relevant AD been informed and if so when?

YES NO Date: [Click here to enter a date.](#)

Was permission given? YES NO

If no why not?

Has the Programme Manager been informed and if so when?

YES NO Date: [Click here to enter a date.](#)

Has the Guidance Tutor been informed and if so when?

YES NO Date: [Click here to enter a date.](#)

Has the Student been contacted?

YES NO Date: [Click here to enter a date.](#)

If so when and by whom?

Brief Details of Action Plan:	Outcome:

Thank you for completing this form. Please forward without delay to the Director of Practice Placements, Room B104, Faculty of Health and Life Sciences, Northumbria University, Coach Lane Campus, Benton, Newcastle Upon Tyne, NE7 7XA. Telephone: 0191 2156052, Fax: 0191 2156017.