



## **GUIDANCE NOTES FOR COMPLETING STUDENT PROFILES**

Profiles are sent to agencies in order to consider whether a placement is available for you. Please take your time to complete these informatively and accurately.

- **Read the following explanations carefully before you complete the form.**
- **Remember this will be your first contact with your potential placement.**

### **Placement Location And Travel**

**Where do you reside at term time?** This information is needed to look at the viability of the placement location in relation to your training address. Whilst we will endeavour to take account of your address, it must be noted that this is dependent on placement availability and the experience required, therefore this may not be possible. Should this be the case, you will be expected to travel to an available placement.

**Does your insurance include business use?** To visit service users whilst on placements you will need to have Business cover which includes the statement that you are empowered to carry people whilst on business as part of your car insurance. Please refer to the Pre-placement Handbook.

**\*\*\* After submission of your profile, any changes to your term time address or access to car/motorbike after should be emailed to [practice.placements@northumbria.ac.uk](mailto:practice.placements@northumbria.ac.uk) as this may impact your allocation.**

### **Work Experience**

Please include all paid and voluntary work experience in chronological order stating the role performed and the skills you developed. Please only state Statutory or Non statutory for employment experience within Social work/Social care agencies, leave this blank (the field will display "Please select" when blank) for all other employment experience (e.g. Customer Services, Administration). **PLEASE NOTE: There should be no gaps in your work history.**

### **Previous Placements**

Your previous placements will be pre-loaded for you to add details of your role and learning. You cannot add placements from outside of your current course at Northumbria; these can be added in the Work Experience section.

### **Learning Needs**

This section is where you get to articulate your learning objectives to potential placement providers. This will help the matching process although it may not be possible to find an exact match.

### **Disabilities**

The University aims to be fully compliant with the Equality Act 2010 (formerly the Disability Discrimination Acts (DDA) 1995, 2005). Students with disabilities, including dyslexia or other Specific Learning Difficulties, sensory, mobility or mental health issues, medical conditions are encouraged to discuss any placement related needs with their Personal Tutor at the



earliest opportunity. An Occupational Health assessment is required for any reasonable adjustments to be negotiated.

We would also like to draw disabled students' attention to the support available:  
<https://www.northumbria.ac.uk/study-at-northumbria/support-for-students/disability-and-dyslexia-support/>

Please provide details of any Disability/Health Issues. This will enable us to provide relevant support and/or address any implications for Health and Safety in the workplace.

If you are pregnant or returning from Maternity leave, please also provide details in this section.

### **Personal Extenuating Circumstances**

Please provide information here of any Personal Extenuating Circumstances (PEC's) that you would like to have taken into consideration when allocating your placement. Whilst we endeavour to take your circumstances into consideration, it should be noted that this is not always possible.

Please be aware that you will be expected to work a normal full time working week (35 – 40 Hours) within the agency you are placed, unless reasonable adjustments are agreed following an Occupational Health Assessment.

**\*\*\* After submission of your profile, any changes to your Personal Extenuating Circumstances should be discussed with your Personal Tutor.**

### **Relationships with Agencies**

Stakeholder agencies are contacted to locate suitable placements for you. Please identify any local agencies where you work (including secondment or traineeships), where you have relatives or close friends working or where you have received any services/contact from the Agencies. Please do not include names, you should refer to the relationship of the person who has received services/contact from Agencies e.g. Sister, Aunt etc.

### **Disclosures**

Students who have previous convictions, cautions, been subject to disciplinary proceedings, investigated under Section 47 of the Children Act (1989) with respect to child protection concerns, or investigations under Safeguarding Adults procedures as well as any involvement with statutory social care services (i.e. Section 17 assessment or Care Act assessment) must declare this in the relevant section of the Placement Profile.

Students will be required to provide the Programme Leader with a written statement disclosing dates, details and the context of the incident(s). Once the Programme Leader has agreed to this statement, the student should transfer this information onto their electronic profile (only visible by relevant personnel within the Placement Team, Practice Learning Lead and the Agency Co-ordinator). This information will be given to an appropriate senior manager within the Agency where the student is to be considered for a placement offer."



**Should you have any queries about the completion of this form please contact your Personal Tutor.**

**For any additional information please contact:**

Practice Placement Team, Placements & Internships, Graduate Futures, Student, Library & Academic Services, email: [practice.placements@northumbria.ac.uk](mailto:practice.placements@northumbria.ac.uk)

Jeannine Hughes, Practice Learning Lead, email: [Jeannine.hughes@northumbria.ac.uk](mailto:Jeannine.hughes@northumbria.ac.uk)

**Failure to complete your profile by the set deadline is likely to impact upon your placement allocation**

### **Sharing Personal Data with the Practice Learning Area**

Both the University and the placement providers we work with have a legal obligation to ensure that the people involved in clinical practice, or those working with vulnerable people, are suitable and do not pose a risk to those they will come into contact with. We therefore have a duty to ensure that appropriate steps are taken to verify that the people we place into this environment are both appropriate and capable of working in it.

This requires that the University share information with placement providers so that they can make appropriate assessments of capability and, where required, reasonable adjustments to accommodate your individual needs. If we do not share relevant information, the placement provider cannot take you, for this reason processing does not require the consent of the individual. Information is shared under the lawful basis provided under:

#### GDPR Articles 6 (1)

(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

#### GDPR Article 9 (2)

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

#### UK Data Protection Act 2018

##### Schedule 1 Part 1 Para 1 – Employment, social security and social protection:

(1) (a) the processing is necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law, social security law or the law relating to social protection

##### Schedule 1 Part 1 Para 2 (1 & 2) – health or social care purposes:

(1) This condition is met if the processing is necessary for health or social care purposes.



**Northumbria  
University**  
NEWCASTLE

- (2) In this paragraph “health or social care purposes” means the purposes of—
- (a) preventive or occupational medicine,
  - (b) the assessment of the working capacity of an employee,