
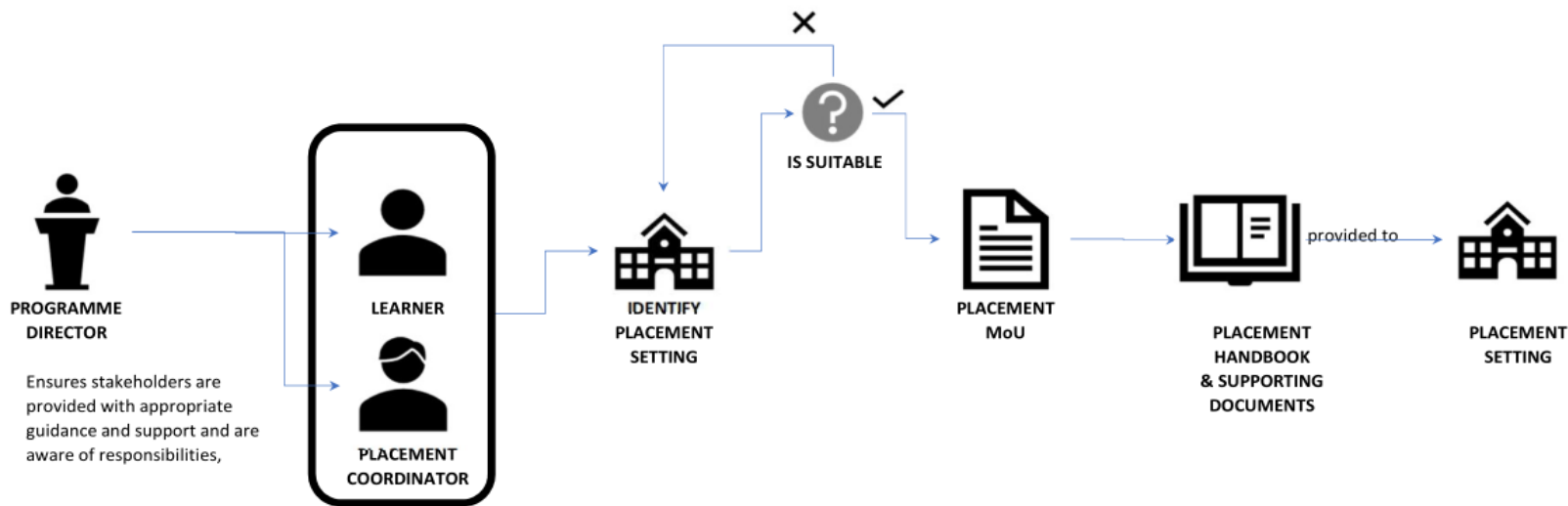


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED:
	<b>5.4 ALLOCATION OF PLACEMENT</b>	5) TEACHING AND LEARNING	2.0	SEPTEMBER 2020

**PRE PLACEMENT**

**NO LATER THAN WEEK 1**



**SUITABILITY CRITERIA**

- 1 Registered with appropriate agency, e.g. TUSLA, IMEB, DES
- 2 Availability of a suitable mentor
- 3 Willingness of management to support learners
- 4 Learning opportunity provided to student
- 5 Applicable classes
- 6 Willing to sign MoU

### **Introduction and Context**

Placement is defined as a planned (and approved) period of learning, normally outside the College, where the learning outcomes are an intended part of a programme, where the placement is arranged for that purpose and where the learning outcomes assessed through the placement element of a programme contribute to the overall assessment of the programme

It is SNMCI policy that where programmes include a placement element, the placement must satisfy the criteria determined by the programme validation document, provide an appropriate learning environment, including the necessary supports and allow for the fair assessment of the learner.

**Note:** The assessment of learners in placement remains the responsibility of SNMCI and is conducted by SNMCI staff. (See QA 5.5 Roles and Responsibilities in Participating in Placement)

The purpose of this document is to illustrate recommended procedures and practices for successful placement management.

### **Policy Statement on Placement Suitability and Allocation:**

**Note:** In the case of SNMCI placement will normally be

- a) teaching practice positions either in Early Years, Primary Education or Special Education or
- b) professional placement linked to education but outside of a classroom setting

### **The College's Responsibilities in Managing Placement**

- To ensure that all procedures associated with the programme for securing, approving and allocating placements, including information on the consequences for learners of a failure to complete a placement, are properly defined and documented
- To consider the requirements of relevant statutory, regulatory, professional or funding bodies.
- To ensure that placement satisfies the minimum requirements of any associated professional body where applicable
- To ensure that placements are adequately resourced to support learners, have the potential to enable learners to attain the associated learning outcomes and to provide a genuine learning opportunity.
- To ensure that placement settings are relevant, fit for purpose and reputable in their field
- To ensure that learners are monitored and supervised by appropriately experienced personnel
- To ensure that teaching, learning and assessment associated with placement is undertaken to the standard expected by the College

and the external bodies with whom the College works

**Staff Involved:** Programme Director; Deputy Programme Directors; Lecturers; Placement coordinators; Team of Placement Supervisors.

**Procedure for allocation of Placement**

**Person/s Responsible**

**Records generated to ensure evidence of follow through**

- Potential placements are reviewed for their suitability against specified requirements.
- Placements will be assessed for their suitability in terms of opportunity they provide to the learner, the availability of a suitable mentor within the placement, and the willingness of the setting to support a learner
- The College maintains Memoranda of Understanding with each placement setting (MOU)
- Early Years settings (birth to three/three- to –six) must in the first instance be registered with Tusla (The Child and Family Agency). Thereafter, SNMCI as a College of Montessori Education also liaises with The St. Nicholas Teachers Association (SNMTA) and the Irish Montessori Education Board (IMEB) in compiling lists of settings with the potential to enable learners to attain the associated learning outcomes and to provide a genuine learning opportunity.
- Learners at Stage One and Stage Two are ‘placed’ in settings approved by the College.
- Learners at Stage One and Stage Two are also placed with regard to their living arrangements during term time to support punctuality and engagement with placement
- The College makes initial contact with the settings and arranges a time for learners to visit

**Programme Director**

**Database of providers who have hosted learners from SNMCI (updated after each placement block has been completed).  
MOU’s  
Correspondence  
Broadsheet of placement**

**Programme Director  
Nominated Placement Coordinator**

**Letters  
Insurance Documents  
MOU’s**



<ul style="list-style-type: none"> <li>- Providing an appropriate introduction to the setting for the learner (including information regarding relevant health and safety procedures etc.)</li> <li>- Providing a suitable working environment for the learner</li> <li>- Providing clear direction to the learner</li> <li>- Alerting the Programme Director to any problems with the placement that might prevent the learner completion of the placement.</li> <li>- Providing feedback to the College at the end of the work placement period, if required, by individual programmes.</li> </ul>	<b>College Tutors</b>	<b>Feedback received by College Tutors</b>
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### Policy Control Sheet

<b>Policy</b>	<b>QA 5.4 Allocation of Placement</b>
<b>Version</b>	2.0
<b>Adopted/Effective</b>	September 2020
<b>Supersedes</b>	1.0
<b>Monitoring/ Next Review Date</b>	Yearly/Sep 2022
<b>Responsible Officer(s) Designated Reviewer(s)</b>	Programme Directors
<b>Scope</b>	Programmes where placement is a factor

### References

<b>SNMCI Policy area</b>	<b>5) Teaching and Learning: QA Vol 2.</b>
<b>Developed with reference to</b>	QQI (2016) <i>Core Statutory Quality Assurance Guidelines</i> QQI (2016) <i>Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i> <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015</i>
<b>Related SNMCI Policies / Forms</b>	QA 5.5: Roles and Responsibilities in participating in Placement; QA: 3.9: Fees Policy (related to placement outside Dublin)

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
1.0 /09/2020	General Review	Office of DQAA	AB