#	POLICY TITLE	POLICY AREA:		VERSION:	DATE ADOPTED :
SINICHOLAS MONTESSORI	5.5 ROLES & RESPONSIBILITIES IN PARTICIPATING IN PLACEMENT	5) TEACHING AND LEARN	NING	3.0	AUGUST 2020
Placement intended p placement It is SNMC validation learner.	on and Context is defined as a planned (and approved) period of learning, r art of a programme, where the placement is arranged for th element of a programme contribute to the overall assessm policy that where programmes include a placement elemer document, provide an appropriate learning environment, in assessment of learners in placement remains the responsibi	at purpose and where the ent of the programme at, the placement must sat cluding the necessary supp	e learning outcon isfy the criteria o ports and allow f	nes assesse determined for the fair a	d through the by the programme
with acade	se of this document is to outline SNMCI policy on the roles a mic programmes ved: Programme Director; Deputy Programme Directors; Le		· · ·		
See QA 5.4	: Allocation of Placement	P	Person/s Respon	sible Red	
				ens	cords generated to sure evidence of ow through

 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 		Broadsheet of placement
 The Programme Directors Responsibilities: The Programme Director retains responsibility for all academic elements of the placement module The Programme Director, in conjunction with the nominated placement coordinator, will ensure that: The responsibilities for placement are clearly defined The intended learning outcomes contribute to the overall aims of the programme Any assessment involved in placement is part of a coherent assessment strategy The Programme Director is responsible for ensuring that learners are provided with appropriate guidance and support in preparation for placement, during placement and following their placements, including:	Programme Director Programme Director Nominated Placement Coordinator	Programme Documentation Placement Handbooks Placement Preparation sessions
 Advising learners of their responsibilities (including the Learner Code of Conduct see QA7.2 Advising learners of the College's and employer's responsibilities Supplying information regarding the means of recording the achievement of specific learning outcomes and progress Making available, where practicable, any additional language or skills preparation 	Programme Director Nominated Placement Coordinator	QA Section 7 Feedback received by College Tutors

 Providing information regarding the College's support services that will remain available to learners during placement Ensuring that an assessor from the College meets with each learner and assesses the learner as per the placement guidelines for each programme 		
The Learner's Responsibilities in Participating in Placement		
 A learner participating in placement should be made aware of his / her responsibilities. These include: Mandatory 100% attendance for placement preparation Acting professionally and as ambassadors of the College Acting responsibly and diligently and in the interests of the placement provider, its customers, clients and employees Alerting the Programme Director or nominated Placement Coordinator to any problems with the placement that might prevent his / her progress or satisfactory completion of the placement. Fulfilling the assessment requirements of the placement Complying with the attendance policy related to placement modules 	Learner	Attendance Records
 The Co-operating Provider Responsibilities in Placement A provider (in the case of SNMCI Education programmes these 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 settings) participating in placement should be made aware of his / her responsibilities. These include: Being aware of the aims of the placement module within the programme as communicated to him / her by the College Providing an appropriate introduction to the setting for the learner (including information regarding relevant health and safety procedures etc.) Providing a suitable working environment for the learner 	Programme Director Nominated Placement Coordinator	Letters Insurance Documents MOU's Correspondence Placement Feedback
 Providing clear direction to the learner Alerting the Programme Director to any problems with the placement that might 	Co-operating Settings	

prevent the learner completion of the placement.		
 Providing feedback to the College at the end of the work placement period, if 		
required, by individual programmes		
The College Tutor's Responsibilities:		
The Programme Director will appoint qualified lecturers and practitioners from SNMCI to		
visit learners in placement settings. The Tutor's role is to assess the learner. His/her	Programme Director	
responsibilities are to liaise between the setting, the learner and the College, to advise and		
support the learner and to liaise with the Programme Director for assessment purposes.		
The Tutor will:		
- Attend preparation meetings in the College for each programme where he/she will	Tutors	Minutes
act as a tutor		Tutor Guidelines
 Be aware of the placement specifications for each programme 		
 Follow the Tutor Guide as set down by each programme 		
 Contact Managers/Principals in good time before a visit 		
 Allocate the agreed amount of time to each tutor visit 		
 Observe the learner in the setting 		
 Review the learners Teaching and Learning Portfolio (as applicable) 		
 Discuss the learner's progress with the mentor 		
- Complete an assessment form for each visit	Tutors	Minutes
 Make this form available to the learner to read and sign 	Learners	Assessment Forms
- Be available to discuss the visit with the learner (at times agreed)		
- Return the signed assessment sheets to the Programme Director/Placement		
Coordinator		
- Be available for Tutor meeting to discuss marks and take part in moderating sessions		

Policy Control Sheet

Policy	BQA 5.5 Roles & Responsibilities in Participating in Placement
Version	3.0
Adopted/Effective	August 2020
Supersedes	2.0
Monitoring/ Next Review Date	Yearly/Aug 2021
Responsible Officer(s)	Programme Directors; DQAA
Designated Reviewer(s)	
Scope	Programmes where placement is a factor

References

SNMCI Policy area	5) Teaching and Learning: QA Vol 2.
Developed with reference to	QQI (2016) Core Statutory Quality Assurance Guidelines
	QQI (2016) Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming
	to QQI on a Voluntary Basis
	Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015
Related SNMCI Policies / Forms	BQA 5.4: Allocation of Placement BQA: 3.9: Fees Policy (related to placement outside Dublin)

Revision

Revision Number	Revision Description	Originator	Approved By
2.0	General update based on application for Blended Status	Office of DQAA	