**Student Placement Checklist**

This checklist is to assist you with the administration arrangements before and at the start of a placement.

**Name of Student:**

|  |  |
| --- | --- |
| **Item** | **Notes** |
| Laptop & Mobile Phone  Please discuss any additional support requirements with the social work academy (such as readwrite software). This can then be arranged for the student for the duration of the placement. | The social work Academy will arrange via CYP Business Support team - new user set, remote working, laptop & mobile phone  Team administrators should liaise with CYP Business support team for the details of allocation & return of all student equipment. |
| A copy of DBS, car insurance and MOT must be kept on file for the duration of the placement. |  |
| Arrange Liquid logic training | <https://staffnet.gloucestershire.gov.uk/internal-services/the-ict-service/apply-for-applications/liquidlogic-ics/> |
| Arrange ID Card access for new starter | [ID cards - Staffnet (gloucestershire.gov.uk)](https://staffnet.gloucestershire.gov.uk/internal-services/business-service-centre-bsc/id-cards/) |
| Order name badge for new starter | Email the General Office stating the employee’s name and the cost centre the badge is to be charged to. [resources.general@gloucestershire.gov.uk](mailto:resources.general@gloucestershire.gov.uk) |
| Order parking permit (if required) | <https://staffnet.gloucestershire.gov.uk/social/travelsmart-and-car-parking/car-parking/> |
| Complete GCC e-induction  Complete Childrens Social Care Induction | <https://staffnet.gloucestershire.gov.uk/employee-information-and-support/hr-and-employment-handbook/induction-and-probation/> |