Placement Learning Record Sheet

Record of dates

Programme of Study:

No	Student	Attended H & S briefing (date)	H & S Pack received	Placement confirmed (date)	Placement docs given to student	Letter sent to employer	Reply from employer	Further action	Authority sent to student	Enrolment authorised

This record sheet should be held and maintained by the person responsible for the placements

Note: H & S refers to "Health and Safety".