



HNC Social Services: Employed Status Student placement confirmation

Thank you for agreeing to support your employee in their placement while they undertake the HNC Social Services at Forth Valley College. Please find below confirmation details for the students term of study.

Course start date:	Insert start date here:
Course completion date:	Insert end date here
Timetabled college days	Insert days in attendance at college (College holiday schedule attached)
Course hours of workplace experience	300 hours
Lecturer/tutor Contact:	Lecturer name Lecturer contact details

Lecturer Support / Workplace Access Permission

The lecturer/Assessor will visit and support the employee/student during their time in study. By agreeing this support while they study HNC Social Services at Forth Valley College you are confirming your organisation will allow access to the workplace by appointment of college staff and SQA staff (Scottish Qualification Authority if required for verification). You are also confirming that as employer you organisation will support employer/student attendance at college on the days provided above during term time. Please confirm your agreement in the signature section at end of document

Assessor/ Student preparation

While they complete their studies the employee/student should be allocated a mentor by your organisation. The mentor is required to be a registered professional either with the SSSC or any other appropriate professional body, the mentor does not require to be a manager and can be a senior/supervisor. The employee/student will have a set SQA criteria to complete while in the workplace related to SVQ acquisition and a record of their time working signed by a senior staff member. These will be provided to the workplace mentor.

At the early stages of their learning in the college the employee/student will have completed the following:

- Safer People Online theory (insert no on passport covered)
- TURAS online foundation course for Infection control.
- Confidentiality and data protection while working in care services
- Fire safety
- De-escalation of aggression (theory only)
- Employed status students should receive more specific induction from your organisation in line with employee statutory legislation requirements.

Protection of Vulnerable Groups/ PAD

Forth Valley College require that all students completing HNC Social Services study complete an enhanced disclosure and the college will join their scheme for updates. As an employer you will have your own arrangements directly with your employee in this regard.

Lecturer/Assessor contact arrangements

The Lecturer/Assessor from college will arrange a visit to the student's workplace on at least two occasions. Notification of these visits will be at least two weeks in advance and will include the workplace mentor. These visits will be at convenient times for the workplace and can be rearranged if circumstances change due to employer needs

The Curriculum Manager for this course is xxxxxxx and is available should you have any concerns or issues arising from the placement.

We appreciate your time and co-operation and thank you again for the support you are providing.

Yours sincerely,

Insert your name

Employer Agreement

Employer signature	Organisation name	Date