

8 Week Placement Structure

Build skills. Gain experience. Make a difference.



WEEK	PLACEMENT OBJECTIVES	TRAINING OBJECTIVES
1 Induction and Shadowing 	- Attend workplace induction and orientation. - Learn workplace policies, procedures, and health & safety requirements. - Meet staff members and understand their roles. - Shadow experienced staff during daily routines. - Observe professional interactions with service users. - Familiarise yourself with the environment and equipment.	- Understand workplace policies and procedures. - Identify key staff roles and responsibilities. - Recognise health & safety requirements. - Develop an understanding of professional conduct. - Begin to observe and learn from experienced staff.
2 Communication & Observation 	- Introduce yourself confidently to service users. - Observe different communication techniques used by staff. - Practise active listening during conversations. - Report observations to your supervisor. - Maintain professional and respectful communication. - Observe individual needs and preferences.	- Develop effective communication skills. - Practise active listening. - Recognise individual needs and preferences. - Understand the importance of professional communication. - Build confidence in interacting with others.
3 Supporting Daily Living 	- Assist with meal preparation or serving (where appropriate). - Support individuals with activities and social engagement. - Help prepare activity areas or resources. - Encourage independence while offering appropriate support. - Follow guidance when assisting with daily routines. - Promote dignity and respect throughout interactions.	- Learn how to support daily living activities safely. - Promote independence and wellbeing. - Understand the importance of dignity and respect. - Develop skills to engage and motivate individuals. - Work within guidance to provide appropriate support.
4 Person-Centred Care 	- Learn about individual care plans. - Support people according to their preferences and choices. - Respect privacy, dignity, and cultural differences. - Encourage service users to make their own decisions where possible. - Observe how personalised care improves wellbeing. - Reflect on person-centred values in practice.	- Understand principles of person-centred care. - Respect diversity, privacy, and individual choices. - Recognise how personalised care improves outcomes. - Apply person-centred values in daily practice. - Reflect on experiences and their impact.



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5 Record Keeping 	• Observe how staff complete care records. • Learn the importance of confidentiality and data protection. • Practise accurate and factual note-taking under supervision. • Report any concerns promptly to your supervisor. • Understand the importance of timely documentation. • Follow workplace record-keeping procedures.	• Understand confidentiality and data protection. • Learn accurate and factual record-keeping. • Recognise the importance of timely documentation. • Follow record-keeping procedures. • Understand legal and ethical responsibilities.
6 Building Confidence 	• Take a more active role in supporting daily activities. • Communicate confidently with staff and service users. • Complete routine tasks with less supervision. • Ask questions and seek constructive feedback. • Demonstrate improved time management and organisation. • Reflect on strengths and areas for improvement.	• Build confidence in skills and abilities. • Develop time management and organisational skills. • Seek feedback and use it for improvement. • Strengthen independence within supported boundaries. • Reflect and set personal development goals.
7 Greater Responsibility (within limits) 	• Carry out agreed tasks independently where appropriate. • Prioritise simple daily responsibilities. • Demonstrate reliability and professionalism. • Recognise when to seek help or guidance. • Follow safeguarding and health & safety procedures consistently. • Support the team while working within your level of competence.	• Take responsibility within agreed limits. • Demonstrate reliability and professionalism. • Understand safeguarding and health & safety. • Work effectively as part of a team. • Know when and how to seek support.
8 Review & Career Planning 	• Meet with your supervisor to review progress. • Reflect on skills gained during the placement. • Identify strengths and areas for future development. • Set personal and career goals. • Update your CV or portfolio with placement experience. • Discuss potential career pathways and further training opportunities.	• Review learning and achievements. • Identify skills and areas for development. • Set achievable personal and career goals. • Plan next steps for career progression. • Explore further training and career opportunities.



Every step you take brings you closer
to a rewarding career.