Placement Policy with Supporting Protocols

<table>
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<tr>
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<td>Human Resources &amp; Organisational Development</td>
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<tr>
<td>Screened by</td>
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## Policy Checklist

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<tr>
<th>Name of Policy:</th>
<th>Placement Policy with Supporting Protocols</th>
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<tr>
<td>Purpose of Policy:</td>
<td>The purpose of the Trust's Placement Policy is set out in 2.1 below</td>
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<td>Human Resources &amp; Organisational Development</td>
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<tr>
<td>Name &amp; Title of Author:</td>
<td>Lynda Gordon/Karyn Patterson/Heather Ellis/Iain Gough HROD</td>
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<tr>
<td>Does this meet criteria of a Policy?</td>
<td>Yes</td>
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<td>Trade Union consultation?</td>
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<td>Equality Screened by:</td>
<td>Lynda Gordon HROD Equality Unit</td>
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<tr>
<td>Date Policy submitted to Policy Scrutiny Committee:</td>
<td>10 December 2012</td>
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Members of Policy Scrutiny Committee in Attendance: Vivienne Toal, Head of Employee Engagement & Relations (Chair), Anne Brennan, Senior Manager, Medical Directorate, Anita Carroll, Assistant Director of Acute Services – Functional Support Services, Claire Graham, Head of Corporate Records (for Siobhan Hanna), John Graham, Trade Union Side representative, Carmel Harney, Assistant Director of Allied Health Professionals, Governance & Workforce Planning, Marita Magennis, Head of Social Work and Social Care Governance, Stephen McNally, Director of Finance & Procurement, Fiona Wright, Assistant Director of Nursing Services, Governance & Workforce Planning

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<td>Policy Implementation Plan included?</td>
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<td>Date presented to SMT</td>
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<tr>
<td>Director Responsible</td>
<td>Kieran Donaghy</td>
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| Date received by Employee Engagement & Relations for database/Intranet/Internet | 20 December 2012 |
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Version:  
Reference number/document name: Placement Policy |
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<td><strong>Supersedes</strong></td>
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| **Originator** | Name of Author: Lynda Gordon/Heather Ellis/Karyn Patterson/Iain Gough  
HROD |
| **Policy Scrutiny Committee & SMT approval** | Referred for approval by:  
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1. Introduction

1.1 The Southern Health and Social Care Trust (the Trust) is a major employer and currently employs upwards to 13,000 staff who undertake a number of health and social care activities in a range of settings, i.e. hospital based, community care and in primary care settings. As a major employer in its own right the Trust is committed to promoting meaningful placement opportunities for those pursuing employment, learning or research opportunities both inside and outside of the Trust. This commitment is reflected in the extended range of placement opportunities and volunteer roles currently available throughout the Trust.

2.0 Purpose and Aims

2.1 For those seeking placements or volunteer roles within the Trust it can be confusing to establish where the entry points are and who to contact. The primary purpose of this policy is to:

- Set out clearly the range of placement opportunities that currently exist within the Trust
- Clarify the entry and contact points for those unfamiliar with accessing placement opportunities within the Trust
- Establish a set of underlying principles governing placement opportunities and ensure a harmonised approach to arrangements underpinning each scheme in the interest of furthering the Trust's equality duties
- Establish a central data base to facilitate accurate reporting on the number of people participating in placements throughout the Trust.

3.0 Objectives of this Policy

3.1 The objectives of this Placement Policy are to clearly set out the associated scheme/projects and to:

- promote meaningful unpaid placement opportunities throughout the Trust
- promote meaningful volunteer opportunities throughout the Trust
- enhance the skills, knowledge and experience of those on placement and
- improve the chances of those in pursuit of permanent employment both inside and outside of the Trust.

4.0 Policy Statement

4.1 The Trust is an Equal Opportunity Employer and sees this placement policy as one means of furthering its Corporate Social Responsibilities. In so doing the
Trust acknowledges that not all persons enjoy the same life chances and it is for this reason it recognises that particular attention needs to be given to certain groups and individuals who are marginalised in society e.g. long term unemployed, people with disabilities, looked after children in transition to independence, etc. This commitment is reflected as appropriate in the various schemes/projects that underpin this placement policy.

5.0 Scope of Policy

5.1 This policy applies to all those seeking volunteer and placement opportunities within the Trust.

5.2 This policy excludes Northern Ireland University students on commissioned practice placements (e.g. Medical students, Nursing and Midwifery students, Social Work students, AHP students, etc.).

6.0 Responsibilities

6.1 The Chief Executive has responsibility for ensuring that there is an appropriate structure for the monitoring and review arrangements of this policy. The Chief Executive has appointed the Director of Human Resources and Organisational Development as Lead Director with responsibility for establishing and monitoring the implementation of this policy.

6.2 The Director of Human Resources and Organisational Development will provide strategic leadership, direction and oversight of this policy and its implementation. He will ensure that training is provided to managers on the application of this policy.

6.3 Managers are responsible for implementing this policy in accordance with its intent and supporting guidance as set out in the Protocols which accompany this document.

7.0 Underlying Principles Governing Placement Opportunities

7.1 Job Substitution

Placement opportunities are not a means of job substitution. Whilst the various schemes/projects currently in operation throughout the Trust vary in duration, they are time-bound and are intended to develop the skills, knowledge and experience of participants thereby enhancing their chances of securing future employment both inside and outside of the Trust.
Similarly Volunteer Placements are not a means of job substitution. The work carried out by volunteers is welcomed and greatly appreciated. The Trust supports the view that there is a very valuable and purposeful role for volunteers, which is separate and distinct from that of paid workers and therefore not job substitution. The Trust has developed a separate Volunteer Policy to provide guidance on the appropriate involvement of volunteers throughout the Trust and to ensure that the interests of recipients, volunteers and staff are adequately protected. The Trust aims to offer volunteers a variety of interesting and satisfying tasks that will enhance the quality of care or service provided to service users without impinging on the role of paid staff. Through these volunteer roles, volunteers have the opportunity to gain knowledge and experience and develop new skills or enhance existing skills.

7.2 **Subsistence** *(excludes all school/college placements and Medical Student Electives)*

The general underlying principle of the Trust’s placement policy is that no-one should incur out of pocket expenses. For example, if a participant is requested to undertake additional mileage during their placement they will be reimbursed at the appropriate rate in line with Trust Policies.

7.3 **Equal Opportunities Monitoring**

In keeping with current practice for existing employees, those participating on a placement within the Trust will be asked to complete an Equal Opportunities Monitoring Form where appropriate (see appendix 8). This will be managed in keeping with the Equality Assurance Unit protocol for the management and use of equal opportunities monitoring data in line with Equality Commission Guidelines. Equal opportunities monitoring forms should be placed in a sealed envelope and sent to the Equality Assurance Unit, Hill Building, St Luke’s Site, Armagh BT61 7NQ. Queries should be directed to Christine White, telephone 028 3741 2522 in the first instance or alternatively Michelle Tate, telephone 028 3741 2509.

Volunteers are asked to complete the equal opportunities monitoring form (see appendix 8). This is managed in keeping with the Equality Assurance Unit protocol for the management and use of equal opportunities monitoring data in line with Equality Commission Guidelines as detailed in the Trust’s Volunteer Policy and Procedures (Revised November 2011). Equal Opportunities Monitoring Forms should be placed in a sealed envelope and sent to the relevant Volunteer Co-ordinator as detailed at point 9 on page 16.
A standard Equal Opportunities Monitoring Form is appended to this policy – appendix 8 refers. Please note this form does not need to be completed for placements through schools organised by Business in the Community. Further copies can be obtained by contacting Christine White or Michelle Tate in the Trust’s Equality Assurance Unit.

7.4 Reporting

To facilitate accurate reporting on the various placement schemes, named contacts for each scheme will be required to maintain records and submit such on a quarterly basis to:

Noeleen Haddock
Vocational Workforce Assessment Centre
Human Resources Department
Hill Building, St Luke’s Site, Armagh
Telephone: 028 3741 2668

The Vocational Workforce Assessment Centre will maintain a record of the numbers participating in a placement at any given point in time. This does not preclude the projects leads from maintaining their own respective data bases/spread sheets for their particular area of responsibility.

7.5 Training and Development

Those who participate in placements, where appropriate, should have their training and development needs identified by their Line Managers through normal channels and be asked to participate in departmental induction and, where appropriate, corporate induction.

Volunteers will be asked to participate in volunteer induction and have their training and development needs identified by their key worker in partnership with the Volunteer Co-ordinator.

7.6 Conduct

Individuals on volunteer and placements opportunities will be subject to all normal regulations with regard to conduct.
7.7 Consent

The supervising manager should ensure that the individual on placement is formally introduced when interfacing with clients, patients or their carers. Permission should be obtained from patients, clients or carers to have the individual on placement present during interaction.

7.8 Indemnity

Indemnity arrangements fall into two categories as follows:

Placements where the Trust is providing a placement to facilitate another organisation will normally require indemnity to be provided by the other organisation. The following elements fall within this arrangement:

- School Work Experience
- College Work Experience
- Steps to Work Programme
- Medical Student Electives.

Where the Trust is the host of the scheme or in the instance of there being no other organisation to work with the Trust will normally provide indemnity cover. The following elements fall within this agreement:

- Young People in Transition from HSC to Independence
- Disability Action Plan Placements
- Volunteers
- CAWT Promoting Social Inclusion Programme
- Community Access Opportunities
- Graduate Intern Scheme
- Graduate Accelerated Programme.

8.0 Review

8.1 In order to assess the operational effectiveness of this policy a review will be undertaken at regular intervals and not later than two years following implementation, in partnership with Trade Unions.

9.0 Equality and Human Rights Considerations

9.1 This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Equality Commission
guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be devoted to these.

9.2 Using the Equality Commission’s screening criteria, no significant equality implications have been identified. The policy will therefore not be subject to an Equality Impact Assessment.

9.3 Similarly, this policy has been considered under the terms of the Human Rights Act 1998, and was deemed compatible with the European Convention Rights contained in the Act.

10.0 Alternative Formats

10.1 This document can be made available on request in alternative formats, e.g. plain English, Braille, disc, audiocassette, large print, DAISY and in other languages to meet the needs of those who are not fluent in English.

11.0 Copyright

11.1 The supply of information under the Freedom of Information Act does not give the recipient or organisation that receives it the automatic right to re-use it in any way that would infringe copyright. This includes, for example, making multiple copies, publishing and issuing copies to the public. Permission to re-use the information must be obtained in advance from the Trust.

12.0 General Information/Sources of Advice

12.1 Further information about this policy can be obtained from:

Education, Learning and Development Department, Hill Building, St. Luke’s Site, Loughgall Road, Armagh, BT61 7NQ, Tel: 028 3741 2667, Fax: 028 3741 2620 Email: heather.ellis@southerntrust.hscni.net.

Equality Assurance Unit, Hill Building, St. Luke’s Site, Loughgall Road, Armagh, BT61 7NQ, Tel: 028 3741 2643/2522, Fax: 028 3741 2620, Email: lynda.gordon@southerntrust.hscni.net.
PROTOCOL FOR FACILITATING WORK OR RESEARCH PLACEMENTS IN THE SHSCT
Types of Placements

As detailed in the main Placement Policy, the Trust has a wide variety of placement opportunities, the majority of which are unpaid placements with only training placements being paid (Intern Scheme).

In addition to placements there are situations where for example an individual, already employed in one HSC organisation, is placed in another HSC organisation for a short period of time either to facilitate an exchange of learning or to follow a patient / client receiving specialist treatment in the other HSC organisation.

Research activity is another distinct area. Researchers from Universities or other organisations are granted approval by the Trust’s Research Governance Committee to carry out research within the Trust.

The following is a summary of the types of placement available with key contact officers in the Trust. (See appendix 9 for a summary of the main provisions.)

1. Disability Action Plan

Brief Description of Project/Scheme: The Trust has drawn up a Disability Action Plan which seeks to promote positive attitudes toward disabled persons and to encourage their participation in public life. Further, the Trust’s Policy on the Employment of People with Disabilities aims to develop and extend placement opportunities to make sure that people with disabilities can gain real work experience within the Trust and thus improve their likelihood of securing future employment.

Type Of Placement(s): Unpaid Placements

Duration: Short term usually a number of weeks and can be full-time or part-time tailored to the needs of the individual.

Named Contact: Lynda Gordon, Head of Equality Assurance Unit, Hill Building, St Luke’s Site, Armagh, Tel: 028 3741 2643, Text phone: 028 3741 2446, Email: lynda.gordon@southerntrust.hscni.net.
2. Young People in Transition from Health and Social Care to Independence

**Brief Description of Project/Scheme:** The primary purpose of The Children (Leaving Care) Act (NI) is to improve the life chances of young people leaving care. The Director of Children and Young People’s Service has appointed an Employability Worker whose role is to create an infrastructure for the development of internal and external Education, Training and Employment Opportunities for the care leaver population across the Southern Trust’s Area. The aim of the project is to place Looked After Children into permanent vacancies on successful completion of a 52 week work programme and to provide apprenticeships and work experience placements for Looked After Children.

**Type of Placement(s):** Training allowance payable during the 52 week work training programme

**Duration:** 52 week work training programme.

**Named Contact:** Siobhan Gribben (Employability Worker), The Social Work Study Centre, South Tyrone Hospital, Carland Rd., Dungannon, Tel: 028 8771 3587, Email: siobhan.gribben@southerntrust.hscni.net.

3. School/College Work Experience up to and including Level 3 (Business in the Community - BITC)

**Brief Description of Project/Scheme:** Charter Work Experience (a division of Business in the Community) co-ordinate all requests from school/college students wishing to access work experience placements throughout the Trust. Work experience is offered in a range of professional areas/departments throughout the Trust, either as a short period of work experience/work shadowing or via provision of careers information events.

**Type of Placement(s):** Unpaid.

**Duration:** Work experience placements can vary from half-day information sessions up to full weeks of work experience. The duration of each placement is dependent on the capacity of the department in which the placement is being sought. In some instances placements may be one day over a number of weeks.
4. College Work Experience Level 4

**Brief Description of Project/Scheme:** Work Experience is offered on an ad hoc basis in line with course requirements.

**Type of Placement(s):** Unpaid.

**Duration:** Work experience placements can vary from half-day information sessions up to full weeks of work experience. The duration of each placement is dependent on the capacity of the department in which the placement is being sought. In some instances placements may be one day over a number of weeks.

**Named Contact:** Noeleen Haddock, Vocational Workforce Assessment Centre Officer, Hill Building, St Luke’s Site, Armagh, Tel: 028 3741 2668, Email: noeleen.haddock@southerntrust.hscni.net.

5. Graduate Acceleration Programme

**Brief Description of Project/Scheme:** This programme has been developed in conjunction with QUB and UU to offer unemployed graduates meaningful work experience and a valuable qualification to support them as they prepare for employment. DEL sponsors this programme through ‘Steps to Work’. Work experience and study for a specifically designed qualification.

**Type of Placement(s):** Discretionary

**Duration:** 26 Weeks

**Named Contact:** Heather Ellis, Head of Education Learning and Development, Hill Building, St Luke’s Site, Armagh, Tel: 028 3741 2667, Email: heather.ellis@southerntrust.hscni.net.
6. Steps to Work Programme (in association with Wade Training)\(^1\)

**Brief Description of Project/Scheme:** Work experience and appropriately designed training programme (to include mandatory training). The participants will gain experience in their chosen area of work which will prepare them to apply for posts in that discipline. Placements are available in Administrative and Functional Support Services areas.

**Type of Placement(s):** Unpaid.

**Duration:** 26 weeks

**Named Contact:** Noeleen Haddock, Vocational Workforce Assessment Centre Officer, Hill Building, St Luke’s Site, Armagh, Tel: 028 3741 2668, Email: noeleen.haddock@southerntrust.hscni.net.

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7. Co-operation and Working Together (CAWT) – Promoting Social Inclusion Project \(^1\)

**Brief Description of Project/Scheme:** The CAWT Social Inclusion Project aims to improve health status and reduce health inequalities by Promoting Social Inclusion.

The Project will:

- Deliver Health Improvement Programmes to 7 targeted groups.
- Provide training and improve employment opportunities for Travellers.
- Improve Access to Health and Social Care Services.
- Provide opportunities for involvement in planning and decision making.

The Project is delivering Employment Skills Training for Travellers from the SHSCT area. The programme is being delivered by Extern and will be accredited by OCN to Level 2/3.

Key components include; Communication, IT, English, Maths, Cultural Awareness and Community Development.

**Type of Placement(s):** Paid / unpaid placements in a variety of settings.
**Duration:** Short term, usually a number of weeks and can be full-time or part-time tailored to the needs of the individual.

**Named Contact:** Gerard Rocks, Assistant Director of Health & Wellbeing, Bannvale House, 10 Moyallen Road, Gilford, BT63 5JX, Tel: 028 3883 3220, Email: gerard.rocks@southerntrust.hscni.net.

### 8. Community Access Opportunities

**Brief Description of Project/Scheme:** Community Access Opportunities (within the Southern Health and Social Care Trust) enable individuals with a physical disability to build on their skills, abilities, interests and aspirations for the future. The aim is to help these individuals gain work experience with the aim to move on to paid employment. Voluntary Placements will cover a variety of duties.

**Type of Placement(s):** Unpaid.

**Duration:** 6 months

**Named Contact:** Wendy Lappin, Tel: 028 3839 4088, Email: wendy.lappin@southerntrust.hscni.net.

### 9. Volunteers

**Brief Description of Project/Scheme:** The Volunteering programme within the Trust is co-ordinated by the Promoting Well-Being Team. The programme assists the development and maintenance of volunteer opportunities throughout the Trust that support service users, patients and the Trust’s strategic direction. All volunteers placed within the Trust must be recruited and selected in line with Trust’s Volunteering Policy through the Trust Volunteer Coordinators. Volunteer roles are offered in a wide variety of settings/activities and can be short or long term. A summary list is contained on the Trust’s Intranet/Internet site. Volunteering roles are open to anyone who is over 16.

**Type of Placement(s):** Unpaid (expenses payable)

**Duration:** Variable
**Named Contact:**

Gerardette McVeigh, Volunteer Co-ordinator, Craigavon and Banbridge, Tel: 3831 1484 (direct line) or 3834 4973 (admin), Email: gerardette.mcveigh@southerntrust.hscni.net

Imelda McPolin, Promoting Well-Being Team, Newry and Mourne, Tel: 3083 4270 (direct line) or 3083 4325 (admin), Email: imelda.mcpolin@southerntrust.hscni.net

Kate Johnston, Promoting Well-Being Team, Armagh and Dungannon, Tel: 028 3741 2116 (direct line) or 028 3741 2521 (admin), Email: kate.johnston@southerntrust.hscni.net

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10. **Graduate Intern Scheme**

**Brief Description of Project/Scheme:** The HSC Graduate Intern Scheme is an innovative public sector work experience scheme which provides recent graduates with an opportunity to gain some valuable work experience at the heart of Health and Social Care (HSC) management. Applicants to the scheme must possess at least a recently acquired 2:2 minimum degree in any subject prior to application. In light of the specific nature of the Scheme and in accordance with one of the major objectives of the HSC Sector, one place will be reserved for a person who has been in the childcare service as a ‘Looked After Child’ and has completed third level education with a 2:2 degree minimum. Interns can work in a specific directorate within the Trust and a contributing member of a team. They will be at the heart of everything that takes place on a day-to-day basis, offering ideas and perspectives, asking questions and helping to solve problems.

They will specifically provide support to senior managers and staff within the organisation on a number of fronts.

**Type of Placement(s):** Paid.

**Duration:** Placements will last for one year with all successful candidates expected to be available throughout the entire duration of the Scheme. (37.5 hours per week).

**Named Contact:** Heather Ellis, Head of Education Learning and Development, Hill Building, St Luke’s Site, Armagh, Tel: 028 3741 2667, Email: heather.ellis@southerntrust.hscni.net.
11. Medical Student Electives

**Brief Description of Project/Scheme:** This programme is aimed at Undergraduate Medical Students and allows them to apply for a chance to shadow a consultant/medical team within the Trust. It provides students with exposure to our hospitals under the guidance of our consultants and their expertise.

Career Symposia for ‘A’ Level students who are considering a career in medicine are held in March each year on each of the Craigavon Area Hospital and Daisy Hill Hospital sites.

**Type of Placement(s):** Unpaid Placement

**Duration:** Dependant on the agreement made between the mentor and student

**Named Contact:** Laura White, Personal Assistant to the Medical Director - Medical Directorate, Tel: 028 3861 3978 (direct line); Email: laura.white@southerntrust.hscni.net

**Administrative Arrangements**

All persons on a placement named in this policy/protocol should be issued with the relevant agreement by the supervising manager as part of day one induction arrangements. In recognition of the fact that different placements have different emphasis and arrangements, a flow chart of the relevant agreements with template documentation may be seen at appendices 1 to 7 this document.

Designated supervising managers or scheme co-ordinators will be responsible for ensuring the necessary pre-engagement checks have been completed and the practical arrangements in relation to each type of placement are in place. The following flowchart and matrix aim to summarise what actions need to be taken and which placement agreement should be issued.

**Reminder to Managers**

It is imperative that you ensure the following has been carried out upon commencement of any of the above named placement types:
• Completion of the relevant agreement (see Appendices 3 to 7 on pages 22 to 38 of this document);

• Completion of any necessary pre-engagement checks (see Appendix 2);

• Implementation of any practical arrangements in relation to the type of scheme;

• Issue of an Equal Opportunities Monitoring form to the placement candidate for completion and return to Christine White (EAU Dept – details can be found within Appendix 8 of this document) or in the case of Volunteers to the local Volunteer Co-ordinator (see page 17);

• Completion of the Declaration of Health Questionnaire by the candidate; or in the case of Disability Action Plan Placements the Disability Questionnaire.

1 Please note posts circulated via the internal trawl are open to individuals who are participating in the various schemes detailed above which have been denoted with a 1 after the subject title.
Appendix 1 - Flow chart for which placement agreement to be issued

**IS THERE A PAYMENT INVOLVED?**

- **Yes**
  - Use a Service level agreement / Commercial agreement if required – Unless an employment situation exists, this should be managed through Trust Contract Process

- **No**
  - Is the individual employed elsewhere in the HSC?
    - **Yes**
      - Management communication required – see appendix 3
    - **No**
      - Is the individual a school / FE college / University student?
        - **Yes**
          - Manager Issues a Learning Agreement – see appendix 4
        - **No**
          - Is the individual a Volunteer?
            - **Yes**
              - Volunteer Co-ordinator Issues a Volunteer Agreement – see appendix 5
            - **No**
              - Is the individual engaged in a Trust Employability Scheme i.e. Disability, Young Person Leaving Care, Unemployed etc.
                - **Yes**
                  - Designated officer Issues a Placement Agreement – see appendix 6
                - **No**
                  - Is the individual undertaking Research / Audit
                    - **Yes**
                      - R&D Office Issue a Research Agreement – see appendix 7
                    - **No**
                      - Is the individual undertaking Research / Audit

Any other requirement to engage person for unpaid activity - consider general principles, purpose or reason and seek HR advice as to having agreement drawn up
### Appendix 2 - Matrix for which checks need undertaken

<table>
<thead>
<tr>
<th>ENTRY POINTS</th>
<th>FORMAL R&amp;S PROCEDURES APPLY</th>
<th>ID CHECK</th>
<th>REFERENCES</th>
<th>ACCESS NI CHECKS(^1)</th>
<th>OCC. HEALTH REFERRAL(^2)</th>
<th>EQUAL OPPORTUNITIES MONITORING</th>
<th>Placement Agreement</th>
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<td>Disability Action Plan</td>
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<td>✓</td>
<td>✓</td>
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<tr>
<td>Young People in Transition from Health and Social Care to Independence</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Business in the Community (Placements Through Schools)</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Students: BITC level 3 – College level 4 and Research</td>
<td>✗</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Graduate Acceleration Programme</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Steps to Work Programme (Wade Training)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>CAWT Promoting Social Inclusion (Traveller Project)</td>
<td>Unpaid Placements</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td></td>
<td>Paid Placements (normal R&amp;S procedures)</td>
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<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Community Access Opportunities</td>
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<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Volunteers</td>
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<td>Graduate Intern Scheme</td>
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<td></td>
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<td>✓</td>
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<tr>
<td>Medical Student Electives</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

\(^1\) The need for an Access NI Check will be dependent on whether the person is to be engaged in Regulated Activity or not it is an offence for anyone barred from Regulated Activity to participate in such.

\(^2\) The need for an Occupational Health assessment will always be dependent on the nature, length and setting of each placement;

\(^3\) The Trust's Volunteering Policy/Procedures closely mirror the Trust's R&S Procedures;
INTER HSC AGREEMENT

For the purposes of this agreement the ‘Host HSC Organisation ’ is the receiving organisation and the ‘Originating HSC Organisation ’ is the normal employer of the individual

Name of Host Trust and Contact Manager  <insert details>

Name of Originating Trust and contact manager  <insert details>

The <host Trust name> agrees that <name of individual> should be engaged to work within its facilities for the period <start date> to <end date> for the purposes of <reason for engagement>.

In receiving <name of individual> for the above period and purpose, the <originating Trust name> confirms that;

- There are no outstanding or current disciplinary issues that would pose a risk to patient / client safety that needs to be shared
- The named individual is eligible to work in the UK
- The named individual is ‘fit’ for duty in accordance with Occupational Health requirements
- The named individual is suitably qualified and on the relevant live register (if applicable).  <In instance of Medical staff this must also confirm they have a licence to practice>

<The following should be included where relevant to the post in question>
• The named individual has been checked through Access NI and has made a further self declaration that they have no cautions, convictions, bind-overs, current or pending.

• The named individual holds a valid driving license which facilitates the relevant categories required.

• Specific training - *which should be stated*. For example Right Patient Right Blood, Manual Handling etc. - is this valid and up to date?

• Agreed Recharge arrangements have been put in place.

Signed ______________________________ (Host Trust Manager)  Date ____________

Signed ______________________________ (Originating Trust Manager)  Date ________
## Appendix 3.1 - Managers checklist for first day of work

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure the Inter Trust Agreement has been received and signed by appropriate parties.</td>
<td></td>
</tr>
<tr>
<td>Ensure there are no untoward matters raised by any party.</td>
<td></td>
</tr>
<tr>
<td>On arrival the ID of the named individual must be formally checked prior to commencing duty.</td>
<td></td>
</tr>
<tr>
<td>Normal departmental induction must be undertaken on arrival to work area; including all Health &amp; Safety instructions.</td>
<td></td>
</tr>
</tbody>
</table>


Dear <name of individual>

Thank you for the interest you have shown in visiting the <name of HSC organisation> on placement from <name of school / College> for the purposes of work experience in connection with your current studies.

As you may come in contact with patients/clients, it is important that your health does not pose any risks either for yourself or the patients, clients and staff of the hospital.

I would therefore be grateful if you would consider if any of the following situations are relevant to you:

- If you are currently suffering from an infectious illness such as Chicken Pox, Measles or German measles (rubella), T.B., or a flu-like illness.
- If you have recently been in close contact with someone suffering from such an illness.
- If you have any illness or you are on any treatment that might take make you vulnerable to infection.

If you think any of these situations apply to you or you want other health advice relating to your placement please contact the Occupational Health Service on <telephone number> and ask to speak to an Occupational Health Professional. Your call will be dealt with confidentially.
Student Expectations while on placement

Students please take note of these expectations in relation to behaviour whilst on work experience;

- Students are expected to demonstrate interest in the activities of the department by researching their chosen career and by discussing activities and services with their supervisor during their work experience placement.

- Students are expected to behave in a manner consistent with Trust Policies and Procedures. In particular it is the policy of the Trust to ensure equality for all irrespective of any matter including:
  - Religious belief or political opinion
  - Gender, marital status or domestic responsibility
  - Sexual orientation
  - Race or ethnic origin
  - Disability

- Use of mobile phones for any purpose during work experience is not permitted during the working hours. This must be done during tea/lunch breaks only.

- Managers reserve the right to terminate any work experience placement where students demonstrate a lack of interest during their placement or behaviour which does not add to the services provided by the departments across the Trust.

To facilitate your placement on the conditions set out above you are now required to complete the attached documentation and return this to your placement supervisor on your first day. Failure to bring this completed documentation on your first day will mean your placement cannot commence.

If you have any queries regarding your forthcoming placement please contact <local contact>

Yours sincerely,

____________________

<name of issuing officer>
Section 1: Personal Details

Name of student: __________________________________________

School/College Name: __________________________________________

Area/Site of work placement: __________________________________________

Date (s) of work placement: From: / / To: / /

Section 2: Confidentiality Agreement

I, _________________________________(student) of __________________________

______________________(school/college) hereby acknowledge that in consideration of the

<name of HSC organisation> allowing me onto Trust premises for the purposes of fulfilling a

placement on a Work Experience Scheme, organised by ___________________________________(school/college) that:

I acknowledge I will have access to Confidential Information, during the course of my

placement. I, therefore, agree to accept the following restrictions.

I shall not (except on the instructions of an authorised officer of the Trust), either during the

placement or at any time after its termination (howsoever arising), use or disclose to any

person, company or other organisation whatsoever (and shall use my best endeavours to

prevent the publication or disclosure of) any Confidential Information.

I understand this includes the prohibition of sharing any information obtained in the course of

this placement in social networking communication.

This restriction does not apply to:

- any use or disclosure authorised by the Trust or required by law; or
- any information which is already in, or comes into, the public domain other than
  through my unauthorised disclosure.
For the purposes of this agreement Confidential Information is defined as information (whether or not recorded in documentary form, or stored on any magnetic or optical disk or memory) which is not in the public domain, not limited to but including (by way of illustration and without limitation), all patient medical records including scans and test results and all documentation relating to the running of the Trust and its finances.

AGREEMENT

I confirm that I have read and understand the statement above and agree to the conditions set out above.

NAME OF STUDENT: ___________________________________________________________

SIGNATURE: ________________________________________________________________

DATE OF SIGNING: / /

PLACEMENT DETAILS: Occupational Area ________________________________

Supervisor Name ________________________________

You must sign this Agreement and hand it to your placement supervisor on the first day of your placement. If you do not bring a completed Agreement with you on your first day, you will be required to complete this before your placement can commence.

PLACEMENT SUPERVISORS

Please return fully completed and signed Placement Agreements to:
<contact details in HR>
The Volunteer Agreement is written and maintained by the Volunteer Co-ordinators.
Appendix 6 – Placement Agreement

Dear <name of individual>

Thank you for the interest you have shown in participating in the <name of scheme> with the <name of HSC organisation> in the area of  <state placement role>.

As you may come in contact with patients/clients, it is important that your health does not pose any risks either for yourself or the patients, clients and staff of the hospital.

In this regard you are asked to complete the attached Declaration of Health Questionnaire\(^1\) and return this in the envelope provided. You will not be permitted to start in your placement role until the Occupational Health Department have confirmed your fitness for engagement. This will be communicated to you by me in advance of your first day.

To facilitate your placement on the conditions set out above you are now required to complete the attached documentation\(^2\) and return this to your placement supervisor on your first day. Failure to bring this completed documentation on your first day will mean your placement cannot commence.

Persons on placement should note the following expectations in relation to behaviour whilst on Trust premises / engaging with patients / clients:

- All persons on placement are expected to be aware of and understand the general principles and policies of the Trust in relation to conduct in the workplace. In particular it is the policy of the Trust to ensure equality for all irrespective of any matter including:
  - Religious belief or political opinion

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\(^1\) In the case of Disability Action Plan Placements candidates will be required to complete a Disability Questionnaire only.

\(^2\) The nature of the placement may determine the type of agreement that is appropriate – two samples are provided on the following pages which may need to be adapted accordingly.
• Gender, marital status or domestic responsibility
• Sexual orientation
• Race or ethnic origin
• Disability
• Persons on placement must not use mobile phones / devices for personal use during their volunteer activity.
• The Trust reserves the right to terminate any placement where individuals demonstrate behaviour which is not in keeping with the Trusts standards or where it is deemed that the placement does not add to the services provided by the departments across the Trust.

If you have any queries regarding your forthcoming placement please contact <local contact>

Yours sincerely,

_____________________
<name of issuing officer>
Section 1: Personal Details

Name of Individual: __________________________________________

Placement Role: __________________________________________

Area/Site of work placement: __________________________________________

Date (s) of work placement: From: / To: /

Days of placement: __________________________________________

Times of placement: __________________________________________

Section 2: Confidentiality Agreement

I, _________________________________ (person on placement) hereby acknowledge that in consideration of the <name of HSC organisation> allowing me onto Trust premises for the purposes of fulfilling a placement on a voluntary basis, for the purposes of gaining work experience under the Trusts <name scheme> that:

I acknowledge I will have access to Confidential Information, during the course of my placement. I, therefore, agree to accept the following restrictions:

- I shall not (except on the instructions of an authorised officer of the Trust), either during the placement or at any time after its termination (howsoever arising), use or disclose to any person, company or other organisation whatsoever (and shall use my best endeavours to prevent the publication or disclosure of) any Confidential Information.
- I understand this includes the prohibition of sharing any information obtained in the course of this placement in social networking communication.

This restriction does not apply to:
- any use or disclosure authorised by the Trust or required by law; or
- any information which is already in, or comes into, the public domain other than through my unauthorised disclosure.
For the purposes of this agreement Confidential Information is defined as information (whether or not recorded in documentary form, or stored on any magnetic or optical disk or memory) which is not in the public domain, not limited to but including (by way of illustration and without limitation), all patient medical records including scans and test results and all documentation relating to the running of the Trust and its finances.

AGREEMENT

I confirm that I have read and understand the statement above and agree to the conditions set out above.

NAME OF PERSON ON PLACEMENT: _______________________________________

SIGNATURE: ____________________________________________

DATE OF SIGNING: ___ / ___ / ___

PLACEMENT DETAILS: Role Fulfilled_____________________________________

Department / Directorate _______________________________

Supervisors Name _______________________________

You must sign this Agreement and hand it to your placement supervisor on the first day of your placement. If you do not bring a completed Agreement with you on your first day, you will be required to complete this before your placement can commence.

PLACEMENT SUPERVISORS

Please return fully completed and signed Placement Agreements to:

<contact details in HR>
Dear <name of individual>

Thank you for your application to undertake the Research Study entitled <state title of Research Study > within the Trust during the period <state dates> with <name of member of Trust staff> acting as Local Collaborator/Principal Investigator. Research Governance approval for your research was issued in a letter dated <date> and is subject to the conditions specified therein.

As you may come in contact with patients/clients, it is important that your health does not pose any risks either for yourself or the patients, clients and staff of the hospital.

I would therefore be grateful if you would consider if any of the following situations are relevant to you:

- If you are currently suffering from an infectious illness such as Chicken Pox, Measles or German measles (rubella), T.B., or a flu-like illness.
- If you have recently been in close contact with someone suffering from such an illness.
- If you have any illness or you are on any treatment that might make you vulnerable to infection.

If you think any of these situations apply to you or you want other health advice relating to your placement please contact the Occupational Health Service on <telephone number> and ask to speak to an Occupational Health Professional. Your call will be dealt with confidentially.
Expectations while Undertaking Research Activities

Researchers should note the following expectations in relation to behaviour of researchers whilst on Trust premises / engaging with patients / clients:

- All persons engaged in research on the Trusts premises / with patients / clients under the care of the Trust are expected to be aware of and understand the general principles and policies of the Trust in relation to conduct in the workplace as this applies to researchers. In particular it is the policy of the Trust to ensure equality for all irrespective of any matter including:
  - Religious belief or political opinion
  - Gender, marital status or domestic responsibility
  - Sexual orientation
  - Race or ethnic origin
  - Disability

- All persons undertaking research within the Trust are required to provide the Trusts Research & Development office with a valid GCP training certificate as part of the essential documentation necessary to obtain Research Governance approval for the Research Study.

- The Trust reserves the right to terminate any research activity where researchers demonstrate behaviour which is not in keeping with the Trusts standards.

To facilitate your Research Study on the conditions set out above you are now required to complete the attached documentation and return this to the Trust’s Research & Development Office in advance of your research commencing. Failure to do so will mean you cannot commence your Research Study.

If you have any queries regarding your forthcoming engagement on research please contact <local contact>

Yours sincerely,

__________________________________________
<name of issuing officer>
Section 1: Personal Details

Name of Researcher: __________________________________________

Research Study Title: __________________________________________

Directorate within which research will take place: _________________________

Date (s) of Research: From: / / To: / /

Section 2: Confidentiality Agreement

I, _____________________________(Researcher) hereby acknowledge that in consideration of the <name of Trust> allowing me undertake the Research Study named above, that:

I acknowledge I will have access to Confidential Information, during the course of my placement. I, therefore, agree to accept the following restrictions;

- I shall not (except on the instructions of an authorised officer of the Trust), either during the placement or at any time after its termination (howsoever arising), use or disclose to any person, company or other organisation whatsoever (and shall use my best endeavours to prevent the publication or disclosure of) any Confidential Information.

- I understand this includes the prohibition of sharing any information obtained in the course of this placement in social networking communication.

This restriction does not apply to:

- any use or disclosure authorised by the Trust or required by law; or
- any information which is already in, or comes into, the public domain other than through my unauthorised disclosure.
For the purposes of this agreement Confidential Information is defined as information (whether or not recorded in documentary form, or stored on any magnetic or optical disk or memory) which is not in the public domain, not limited to but including (by way of illustration and without limitation), all patient medical records including scans and test results and all documentation relating to the running of the Trust and its finances.

Section 3: Good Clinical Practice Certificate (GCP)

I confirm that I have provided the Trust’s Research and Development Office with a valid GCP certificate as part of the Research Governance approval process for this Research Study.

Section 4: Research Intelligence and Intellectual Property

Intellectual Property (IP) is defined as the output of any intellectual activity (e.g. knowledge, design, a way of doing something, a technology, device or treatment) that is new or previously un-described.

I hereby agreed to adhere to the Trust’s Policy on Intellectual Property as detailed in the Supporting Innovation in Health and Social Care in Northern Ireland, Innovation Policy

Section 5: Trust Rules and Regulations

I hereby agree to conform to any rules or instructions issued by the Trust or any authorised officer of the Trust. Ethical behaviour in relation to standards and values is expected of all persons in Health and Social Care

Section 6: Indemnity Arrangements

Indemnity will be provided by ____________________________
AGREEMENT

I confirm that I have read and understand the statement above and agree to the conditions set out above.

NAME OF RESEARCHER: ____________________________________________

SIGNATURE: ______________________________________________________

DATE OF SIGNING: / /

RESEARCH STUDY TITLE : ____________________________________________

RESEARCH AND DEVELOPMENT OFFICE CONTACT _________________________

LOCAL COLLABORATOR _____________________________________________

You must sign this Agreement and return it to the Research & Development Office in advance of the commencement of your research activity.

RESEARCH & DEVELOPMENT DEPARTMENT REPRESENTATIVE

Please return fully completed and signed Research activity Agreements to:
<contact details in HR>
NAME OF PROJECT: ____________________________________________
(e.g. Disability Action Plan, Steps to Work (Wade), Volunteers, Graduate Acceleration, etc – see page 41)

EQUAL OPPORTUNITIES MONITORING

The Southern Health and Social Care Trust is committed to equality of opportunity and is monitoring its activities to ensure that its equal opportunity policy is effectively implemented. Section 75 of the Northern Ireland Act 1998 also requires us to promote equality of opportunity on the basis of nine categories. To assist in this monitoring process the Trust would encourage you to provide us with the following information:

(1) Date of Birth: __________________________
(2) Gender: __________________________
(3) Marital Status: __________________________

(4) Community Background: To demonstrate our commitment to equality of opportunity in employment we need to monitor your community background, as required by the Fair Employment and Treatment (NI) Order 1998. Please note that it is an offence under the Fair Employment and Treatment (NI) Order 1998 to give false information regarding Community Background to the Trust.

a) I am a member of the Protestant community □
b) I am a member of the Roman Catholic community □
c) I am a member of neither the Protestant nor the Roman Catholic community □

(5) Religious Belief: We recognize that there may be occasions where religious belief differs from perceived community background and we therefore would ask you to indicate your religious belief by ticking one box.

Muslim □ Hindu □ Sikh □ Jewish □ Buddhist □ Christian □ None □ Other □

(6) Please indicate to which of these ethnic groups you consider you belong:

White □ Black African □ Bangladeshi □ Chinese □
Irish Traveller □ Pakistani □ Indian □ Black Caribbean □
Mixed Ethnic Group □ Filipino □ Black Other □ Other □

(7) Please specify your nationality:

British □ Irish □ Northern Irish □ English □ Scottish □
Welsh □ Lithuanian □ Polish □ Portuguese □ Latvian □
Indian □ Filipino □ Pakistani □ Other □

(8) Do you have caring responsibilities for: (tick each box that applies to your circumstances)

a child (or children) □
a dependent older person □
a person(s) with a disability □
none of the above □
(9) Disability:

The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities. "Normal day-to-day activities" listed in the Act are mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; or perception of the risk of physical danger.

(If you take medication, treatment or have a prosthesis to manage your condition, would you consider that you had a disability if you were without these? If so, you should answer ‘yes’ below.

Having read this definition, do you consider yourself as having a disability?

Yes ☐ No ☐

If YES, please indicate which type of impairment(s) apply to you: (please tick all that apply to you)

Physical impairment, such as difficulty using arms or mobility requiring a wheelchair or crutches ☐
Sensory impairment, such as blind/visual impairment or deaf/hearing impairment ☐
Mental health condition, such as depression or schizophrenia ☐
Learning disability, such as Down’s Syndrome, dyslexia or Cognitive Impairment such as autism ☐
Long standing illness, such as cancer, HIV, diabetes, chronic heart disease or epilepsy ☐
Other ☐

(10) Sexual Orientation:

My sexual orientation is towards someone:-

Of the opposite sex ☐ Of the same sex ☐ Of the same sex and of the opposite sex ☐
I do not wish to answer ☐

(11) Political Opinion:

Please tick the appropriate box to indicate your political opinion.

Broadly Unionist ☐
Broadly Nationalist ☐
Other ☐
I do not wish to answer ☐

Access to this information will be strictly controlled. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. Whilst the Trust will treat the information given on this monitoring form as confidential, you are advised that legal processes may require the Trust to disclose the information given on this form to certain statutory bodies, and, in some circumstances, open Tribunal. Please complete the form in the knowledge that it will be processed in line with requirements of the Data Protection Act 1998 and will be strictly controlled in accordance with an agreed Code of Practice.

Thank you for your co-operation.

Please return this questionnaire to:
Christine White, Equality Assurance Unit, Hill Building, St. Luke’s Site, Loughgall Road, Armagh or, in the case of Volunteers, to your local Volunteer Co-ordinator (see page 17 of this document).
Central Database
(Vocational Workforce Assessment Centre)

Appendix 9 – Entry Points for Placements

- Graduate Acceleration Programme
- Young People in Transition from Health and Social Care to Independence
- Graduate Intern Scheme
- Volunteers
- Level 4 / Research
- Medical Student Electives
- Disability Action Plan
- Business in the Community (BiTC)
- Community Access Opportunities
- CAWT – Promoting Social Inclusion Project
- Steps to Work Programme (Wade)