



Virtual/Hybrid Placement Proposal Form

The School needs to ensure that students who participate in a Virtual (or Hybrid) Placement with a host organisation are cognizant of their responsibilities and have discussed the factors below with their proposed placement Supervisor. It is a requirement that this form be completed, signed and submitted with your Placement Proposal in InPlace for this type of placement.

I Insert your name and student ID number am enrolled in insert subject code for insert enrolment sessions. I have read through the Virtual Placements section of the [Professional Placement learning site](#) and the [Placement Host Guidelines site](#). I acknowledge and agree that:

- I am committed to fulfilling the normal length requirements of a placement in virtual or hybrid mode. That is, 10 days (70 hours equivalent) either in full as a virtual placement OR comprising some virtual and some physical days as a hybrid placement. I must state any onsite days (if applicable) in the Placement Proposal in InPlace. Yes/No
- I have adequate and reliable access to the Internet to enable me to undertake a virtual (or hybrid) placement. Yes/No
- I have access to a computer or device which is not shared by other people and/or is password protected with access only for myself. Yes/No
- I understand that undertaking a virtual (or hybrid) placement involves taking responsibility for my independent learning – including reaching out for assistance/guidance/support from the placement Supervisor when necessary. Yes/No
- I know how to use basic video conferencing tools such as Zoom and have established a communications schedule with the Supervisor to meet regularly during the placement. Yes/No
- I am familiar with using systems such as Microsoft Teams in a professional capacity and/or am willing to learn how to use it and/or any alternative system/s required by the Supervisor. Yes/No
- I have discussed the host organisation’s remote working arrangements with the placement Supervisor and agree to abide by them. I understand that these may include, but are not limited to: adhering to privacy and confidentiality policies, procedures and reasonable directions of the host organisation or protecting passwords/access to the organisation’s internal systems or other resources etc. Yes/No

Student Signature:

Date:

Host Organisation:

Manager/Placement Supervisor name:

Position:

Manager/Placement Supervisor Signature:

Date: