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Work-integrated Learning

Faculty of Business, Justice & Behavioural Sciences

# Placement forms submission checklist

Submit this checklist with your Mid-Placement Review (MPR) forms and again with your post-placement forms (PPF). Acknowledge that you’ve checked the following and verified as complete with your initials in relevant boxes:

|  |  |  |  |
| --- | --- | --- | --- |
| **🗸** | **Checklist items** | **Initials** | |
| **Mid-Placement Review** *(provide the following):* | | **MPR** | **PPF** |
|  | - Mid-Placement Review: Ensure this form is completed. |  | N/A |
|  | - Log Book: Make sure entries are up-to-date. |  |
|  | - Supervision sessions (SC): Verify all sessions are recorded. |  |
| *Note: For DoE students only, confirm that the Placement Evaluation has been submitted by supervisor 1.* | | | |
|  | | | |
| **Post-placement forms** *(provide the following):* | | **MPR** | **PPF** |
|  | - Log Book | N/A |  |
|  | - Supervision sessions (SC) |  |
|  | - Completed Placement Hours Summary |  |
|  | - Student Review (submitted through InPlace) |  |
|  | - Placement Evaluation (submitted by supervisor 1 through InPlace) |  |
|  | | | |
| **General review for both stages:** | | **MPR** | **PPF** |
|  | - Ensure all student and relevant supervisor signatures and dates completed on forms. |  |  |
|  | - Log Book entries are numbered chronologically. |  |  |
|  | - Log Book entries are unique. *Note: ensure there are no combined / multiple activities or SC sessions on the one Log Book entry.* |  |  |
|  | - Individual totals are correct. |  |  |
|  | - Cumulative totals are correct. |  |  |
|  | - Supervision Session and Activity Log Book forms match the SC entries on the Log Book for date, time and duration. *Tip: Get someone to audit your Log Book and supervision session forms before submitting*. |  |  |
|  | - All entries within each form being submitted are accurate, correct and have been checked by yourself. |  |  |
|  | | | |
| **General checks:** | | **MPR** | **PPF** |
|  | - Ensure all required forms have been provided for the stage of placement. |  |  |

Need help? Visit the website for resources including guidebooks and forms.