Elective Placement Flowchart

Student identifies they wish to complete an elective placement abroad.
Student to arrange meeting with Elective placement tutor to discuss placement plans.

Has student researched country and organisation/trust and followed Foreign and Commonwealth Office advice?

NO → Advise student to research countries and organisations/trust and arrange another meeting once they have a definite plan.

YES

Provide student with a copy of elective placement agreement form
2019 Elective Placement Agreement form.docx

Discuss content and outline student's responsibilities. Student and organisation to complete page 2. Student to complete part3.

Student and Elective placement tutor to complete risk assessment pages 4-6 in conjunction with UECA Health and Safety guidance.
ucea_Health&SafetyGuidanceForm.pdf

Is the student a member of professional body for indemnity insurance?

NO → Advise student to join professional body.

If student does not join, advise to secure own professional indemnity

If student does not obtain professional indemnity insurance, **decline** placement

YES

Does the placement have relevant insurance to cover the student on their placement (sometimes referred to as public liability or employer's liability insurance? Refer to Liability Insurance for overseas placements.docx

YES → Refer to elective placement agreement form, complete relevant forms and pass to placement unit at least 4 weeks prior to travel.

NO → Elective placement tutor to discuss the associated risks with the student. If the student still wishes to proceed, ask them to sign the risk statement

If the student does not wish to proceed, **decline** the placement

Student must complete travel insurance form via Liverpool Life

Insurance form to be 'signed off' by Alan Kelly, Practice Placement Unit Coordinator or in his absence, Shelagh Title, Dean of School or Vikki Barnes-Brown, Chair of PPWG.
pdf copy of insurance certificate must be forwarded by student to placement unit.

PPWG May 2019