**How to prepare for your placement visit**

**Introduction**

During your placement a visit will take place (normally at the halfway point of your placement). CASE placements only: If your CASE placement is > 6 months, we recommend that these placement visits take place every 3 months.

In the first instance it is expected that the visitor will be your main supervisor, however, if not possible this can be your second supervisor.

The aim of the visit is to give you the ability to reflect on the placement so far, what changes you could make for the remainder of your placement to improve your personal development and lastly to ensure you are in a well-supported environment whilst on your placement.

**It is your responsibility to arrange the visit.** Your visitor may attend in person, online or via a telephone conversation. Please ensure you have given enough notice to your PhD supervisor and placement supervisor for when arranging this visit.

**What will be discussed as part of the visit**

1. **Reflection on your placement**

This is to give you the time to reflect on your placement and discuss areas that you feel you need to improve in.

**\*\* Please complete the below form and send to your visitor prior to their visit \*\***

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| **Brief summary of work undertaken so far and any upcoming work:** |
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| **Your overall perception of your placement:**  Think also about the quality and suitability of the placement work you have been asked to undertake. |
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| **Rate how competent you consider yourself in the following categories** *(1 not at all competent and 5 very competent).*  *Note, this is the level of competency you have shown whilst on your placement.*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **1** | **2** | **3** | **4** | **5** | | **Time Management** |  |  |  |  |  | | **Knowledge/understanding of the role** |  |  |  |  |  | | **Productivity** |  |  |  |  |  | | **Initiative** |  |  |  |  |  | | **Enthusiasm/willingness to learn** |  |  |  |  |  | | **Ability to work with others** |  |  |  |  |  | | **Technical knowledge/skill** |  |  |  |  |  | |
| **Are there any areas for development and if so how do you think you will achieve this?** |
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1. **Your wellbeing**

It is very important for us to understand how you feel supported whilst on your placement so you can get the most out of your placement and enjoy yourself whilst doing so.

Your visitor will discuss with you:

* The suitability of your work environment
* Your working relationship with your placement supervisor
* The support you are receiving
* Any other issues
* Any approaches to take to address any of the above.

1. **Your placement supervisor’s perceptions**

Your visitor will also meet with your placement supervisor where they will have the opportunity talk about how you are doing on your placement. This will include discussions around:

* How you are integrating in the team and developing your skills
* What your strengths are and what areas you could improve in

**When you arrange the visit, please ensure you give your placement supervisor a short briefing on what they should expect your visitor to discuss.**

**Feedback following your visit**

Following the visit, your visitor will be in contact to discuss the feedback received from the placement supervisor. Any issues that need following up on may be via your supervisor, local [Implementation Group Representative](https://www.swbio.ac.uk/governance/) or the SWBio DTP Hub.