**Visitor’s Reporting Form**

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| Student | Name |  |
| Registered university |  |
| Visitor | Name |  |
| Working relationship to student |  |
| Date of visit |  |

During the visit we recommend that you meet with the student before meeting with the placement supervisor. This will then give you the opportunity to provide any further feedback/advice to the student.

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| The student will complete this section and send to you, prior to your visit. This can be copy and pasted but may include additional notes from your visit. |
| **Reflection on the placement** |
| **Brief summary of work undertaken by student and upcoming work:** |
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| **Students overall perception of the placement:**  To include the quality and suitability of the placement work. |
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| **Rating of student’s competency in the following categories** *(1 not at all competent and 5 very competent).* **Are you able to perceive any improvements in these areas through discussion with them?**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **1** | **2** | **3** | **4** | **5** | **Yes** | **No** | | **Time Management** |  |  |  |  |  |  |  | | **Knowledge/understanding of the role** |  |  |  |  |  |  |  | | **Productivity** |  |  |  |  |  |  |  | | **Initiative** |  |  |  |  |  |  |  | | **Enthusiasm/willing to learn** |  |  |  |  |  |  |  | | **Ability to work with others** |  |  |  |  |  |  |  | | **Technical knowledge/skill** |  |  |  |  |  |  |  | |
| **Have you discussed with the student any areas for development and if so, how they will they achieve this?** |
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| Remaining sections to just be completed by the visitor. |
| **Student wellbeing** |
| **Is the student in a suitable work environment?**  Things to discuss include work station, breaks, hours worked, integration into team, workload. |
| Yes / No (*please delete as appropriate*)  If no, why? |
| **Are you satisfied that the student has a good working relationship with the placement supervisor?** |
| Yes / No (*please delete as appropriate*)  If no, why? |
| **Are you satisfied that the student feels supported during their placement?** |
| Yes / No (*please delete as appropriate*)  If no, why? |
| **Any other issues raised by the student?** |
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| **What have you agreed with the student for how to approach any issues?** |
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| **Discussion with placement supervisor** |
| **What is their overall perception of the student’s integration and development?** |
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| **How would they rate the student’s competency?** Of note, the student may wish to discuss differing scores with the placement supervisor.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Student’s rating of competency in the following categories (from ‘reflection on placement’ section)** | *(1 not at all competent and 5 very competent)* | | | | | **Does the placement supervisor agree with the rating given by the student?** | | |  | **1** | **2** | **3** | **4** | **5** | **Yes** | **If no, what score would they give** | | **Time Management** |  |  |  |  |  |  |  | | **Knowledge/understanding of the job role** |  |  |  |  |  |  |  | | **Productivity** |  |  |  |  |  |  |  | | **Initiative** |  |  |  |  |  |  |  | | **Enthusiasm/willing to learn** |  |  |  |  |  |  |  | | **Ability to work with others** |  |  |  |  |  |  |  | | **Technical knowledge/skill** |  |  |  |  |  |  |  | |
| **What do they consider are the student’s strengths?** |
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| **Any areas that the student could improve in?** |
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| **Any issues raised?** |
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| **Any feedback given to placement supervisor?** |
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Following your discussion with the placement supervisor, please contact the student to:

* feedback the outcomes of your meeting with the placement supervisor
* follow up any issues that may have arisen from either of the meetings

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| **Following visit** |
| **Further feedback given to student and action plan (if any) in response:** |
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| **Would you recommend another student undertaking a placement with this organisation?** |
| Yes / No (*please delete as appropriate*)  If no, why? |
| **If you have any concerns that you wish to discuss further, please raise with your local** [**Implementation Group representative**](https://www.swbio.ac.uk/governance/) **or the SWBio DTP Hub (**[**swbio-dtp@bristol.ac.uk**](mailto:swbio-dtp@bristol.ac.uk)**)** |

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| Signed: |  | Date: |  |
| Please return form to [swbio-dtp@bristol.ac.uk](mailto:swbio-dtp@bristol.ac.uk) within **2 weeks** of your visit | | | |

If you do not have an electronic signature, sending of the form via your institutional e-mail address will be accepted as an electronic signature.