



**CARLOW  
COLLEGE  
ST. PATRICK'S**

## ***Terms of Reference*** **Practice Placement Advisory Committee (Catechetics and Placement)**

### **Section 1: Remit**

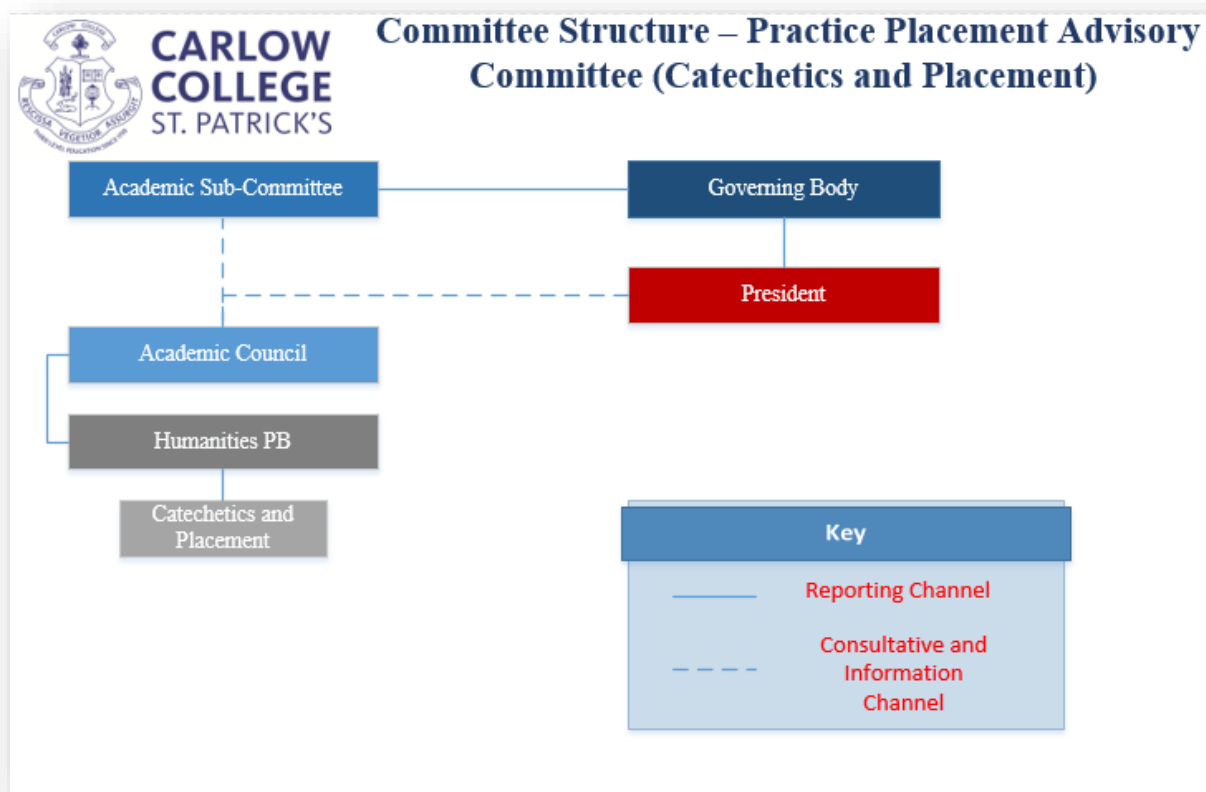
The Practice Placement Advisory Committee (Catechetics and Placement) is responsible for the coherent management and effective co-ordination and delivery of the Teaching Placement Module in Carlow College, St. Patrick's. The Practice Placement Advisory Committee (Catechetics and Placement) will raise awareness that undergraduates have a teaching placement component and that their involvement in teaching is a positive feature of the graduate experience in terms of professional and personal development. The Practice Placement Advisory Committee (Catechetics and Placement) is also responsible for enhancing collaboration between Carlow College and stakeholders. This committee will be compliant with the *Quality Assurance Policy* at Carlow College and nationally by the Teaching Council of Ireland *Code of Professional Conduct for Teachers Updated* (2nd edition, 2016).

### **Section 2: Membership**

The Practice Placement Advisory Committee (Catechetics and Placement) comprises the Humanities Programme Board Chair, Teaching Placement Supervisors, Theology Lecturer, Catechetics and Placement Lecturer. Staff members who are *ex officio* members, are so by virtue of their function within the Humanities Programme.

<b>Function</b>	<b>Mode of Selection</b>
<b>Programme Board Chair (Chair)</b>	<b>Ex Officio</b>
<b>Teaching Placement Supervisors</b>	<b>Ex Officio</b>
<b>Theology Lecturer (Full-time)</b>	<b>Ex Officio</b>
<b>Catechetics and Placement Lecturer</b>	<b>Ex Officio</b>

### Section 3: Reporting Structure



The Practice Placement Advisory Committee (Catechetics and Placement) is a sub-committee of the Humanities Programme Board. The Humanities Programme Board Chair will report on the work of the Practice Placement Advisory Committee (Catechetics and Placement) to meetings of the Humanities Programme Board. All policies and procedures emanating from the Practice Placement Advisory Committee (Catechetics and Placement) will be sent to the Academic Council for approval.

### Section 4: Terms of Reference

The Terms of Reference of the Placement Advisory Committee (Catechetics and Placement) are to:

- provide a forum where issues concerning teaching practice/placement can be discussed and acted upon;
- develop and maintain a process for recording/archiving minutes, actions taken and reports for self-monitoring activities;
- develop the decision-making process within the team;
- undertake any responsibility which is necessary and appropriate to promote the strategic development of the College;
- promote co-operation with internal and external stakeholders;
- create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*;

- review all feedback from external examiner and host teachers and provide ongoing monitoring of the systems within Catechetics and Placement;
- be proactive in providing information and events which encourage the ongoing enhancement of Teaching Practice and Student learning;
- propose, where necessary, relevant policies and procedures to be approved by the Academic Council.

### **Section 5: Frequency of Meetings**

The Practice Placement Advisory Committee will meet monthly during the academic year. Meetings may be called when necessary outside of the academic year.



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## ***Terms of Reference*** **Practice Placement Advisory Committee** **(Social Care Placements)**

### **Section 1: Remit**

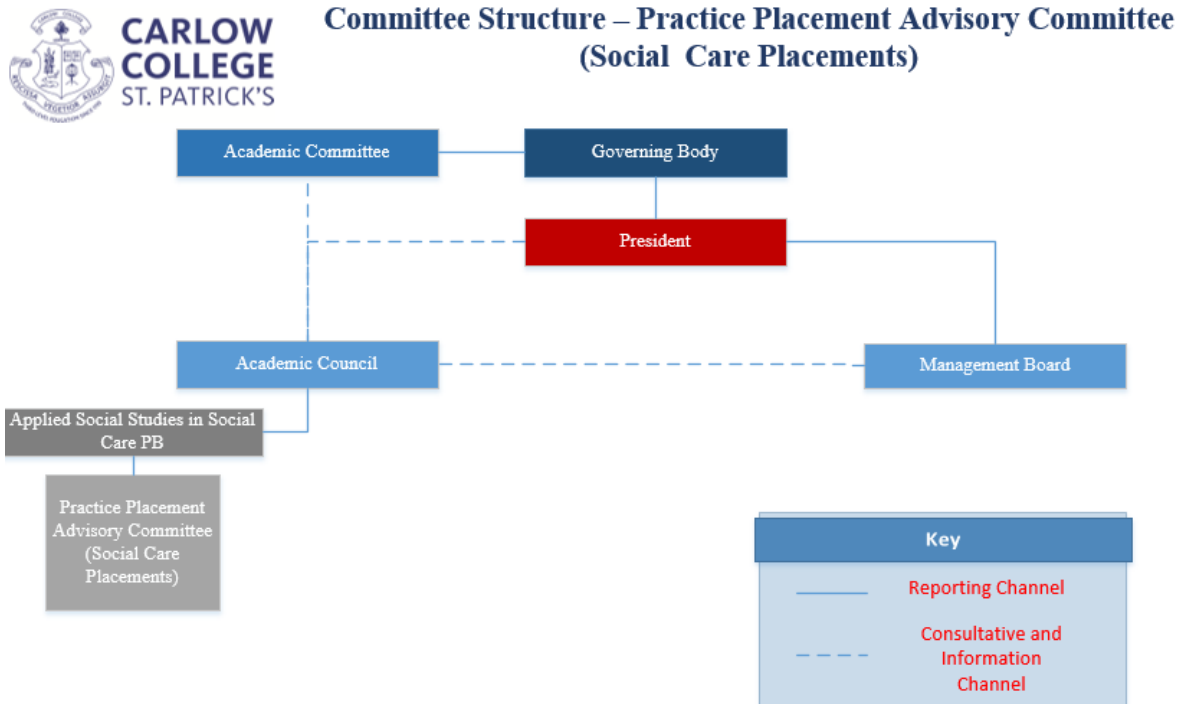
The Practice Placement Advisory Committee (Social Care Placements) is responsible for the management and delivery of the professional practice placement component of the degree programme in accordance with good practice nationally. The remit of the group includes supporting learners to develop the knowledge, skills and competencies required for the profession as identified by CORU in *The Standards of Proficiency for Social Care Workers May 2017*. This involves a co-ordinated approach to the preparation of learners for practice placement; determining their readiness and suitability; supporting learners in securing an appropriate placement; liaising with the on-site supervisors; providing ongoing support for learners/supervisors, leading to final assessment. The Practice Placement Advisory Committee (Social Care Placements) undertakes regular monitoring and evaluation with all relevant stakeholders. A core function of the Practice Placement Advisory Committee (Social Care Placements) is to cultivate reflective, compassionate, ethical practitioners with a capacity for critical thinking.

### **Section 2: Membership**

The Practice Placement Advisory Committee (Social Care Placements) comprises the Practice Placement Co-ordinator and lecturing staff of the degree programme who have training and experience relevant to Social Studies. They are referred to as Practice Educators.

<b>Function</b>	<b>Mode of Selection</b>
<b>Placement Co-ordinator</b>	<b>Ex Officio</b>
<b>Practice Educator</b>	<b>Ex Officio</b>
<b>Practice Educator</b>	<b>Ex Officio</b>
<b>Practice Educator</b>	<b>Ex Officio</b>
<b>Practice Educator</b>	<b>Ex Officio</b>

### Section 3: Reporting Structure



The Practice Placement Advisory Committee (Social Care Placements) is a sub-committee of the Applied Social Studies Programme Board. The Placement Co-ordinator reports on the work of the Practice Placement Advisory Committee (Social Care Placements) to meetings of the Programme Board. All policies and procedures emanating from the Practice Placement Advisory Committee (Social Care Placement) are referred to the Academic Council for approval.

### Section 4: Terms of Reference

The Terms of Reference of the Practice Placement Advisory Committee (Applied Social Studies in Social Care) are to:

- Ensure the practice component is consistent with regulatory requirements (*CORU Standards of Proficiency for Social Care Workers* (May 2017));
- Develop professional placement policies and procedures;
- Provide a forum for the discussion and dissemination of issues relating to practice, with internal and external stakeholders;
- Deliver training for on-site supervisors (Special Purpose Award Level 7)
- Devise and deliver professional practice preparation classes prior to commencement of placement and at mid -point in the twelve-week placement block;
- Liaise with on-site supervisors to support the learner in practice, by phone and email;
- Inform the Placement Co-ordinator if practice difficulties occur;
- Assess the learner placement experience with on-site supervisor and learner;

- Compile written evaluations of placement;
- Conduct reflective feedback sessions with learners on their return to college after placement;
- Follow up with learners on practice issues upon their return to college;
- Create and keep records of meetings adhering to the Guidelines Regarding Keeping Records of Meetings;
- Develop the decision-making process within the team.

### **Section 5: Frequency of Meetings**

The Practice Placement Advisory Committee (Social Care Placements) meets monthly during the academic year. Additional meetings may be called if necessary outside of the academic year to support the work of the committee, e.g. when learners are completing summer placements.