

Check list to prepare students for their placement

- Make sure you attend the induction event for your region (your Regional Coordinator will let you know the details).
- If you are unable to attend the induction event, contact your Regional Coordinator to let them know this, and ask them if there is anything you can do to prepare yourself for your project.
- Contact your project provider to confirm the start date of your bursary and how long the placement will last. While on the telephone with them, check if there are any materials you should read before you start, or if any internet research is required to prepare you for your placement.
- Have a look at the website of the organisation your bursary placement will be taking place at. If available, look at the bibliography of your project supervisor and the area that they are interested in.
- Make sure you have received a student agreement form from your Regional Coordinator and returned a signed copy to them.
- Contact your Regional Coordinator with any questions you might have about your placement. This might include questions about what you will be doing on your first day and what you should wear on your placement, although much of this should be covered at the induction event.
- Make sure you have provided your Regional Coordinator with the relevant details for your bursary cheque to be paid.
- Ensure you understand what is required from the bursary report. Your regional coordinator will be able to help you with this.
- If you are interested in taking a BA CREST award, check you have the relevant paperwork.
- Make sure you have a copy of the feedback questionnaire that has to be completed at the end of your placement and that you know what date it needs to be returned to your Regional coordinator. You might not be paid your final bursary payment until it has been received!
- Although it might seem like a long way off, check the date that your Celebration event will be taking place with your Regional Coordinator so that you can make sure that you are able to attend.

Please note that this list is a suggested check list. You should check with your local Regional Coordinator that it covers all of the requirements for your region.