Employer Tool Kit K 7.3

## Placement form

The below form can be used to plan and track and reflect on a placement.

| Name                                     |  |
|--|--|
| Location of placement                    |  |
| Dates of placement                       |  |
| Host                                     |  |
| Expectations agreed?                     |  |
| Reciprocal?                              |  |
| Relevant department<br>managers informed |  |
| Before the event                         |  |
| After the event                          |  |



