**PASS - Placement Agreement for Students in Sport**

**Build Your Placement Partnership**

**The Journey**

1. **Build Awareness**

* be aware of placement types and considerations pre, during & post, this can help inform your placement partnership.
  + visit the [Placement Guidance](https://sportscotland.org.uk/secure/placements/build-your-placement/guidance) & [Placement Tools](https://sportscotland.org.uk/secure/placements/build-your-placement/tools) pages for more information
* build awareness of placement opportunities for employers.
* educators can share placement opportunities for employers.
  + visit [Placement Partnerships for Employers to signpost](https://sportscotland.org.uk/secure/placements/find-a-placement/placement-partnerships-for-employers)
* build awareness of placement opportunities for students.
* employers can share placement opportunities and educators can signpost students to search.
  + visit [Placement Opportunities for Students to signpost](https://sportscotland.org.uk/secure/placements/find-a-placement/placement-opportunities-for-students)

1. **Build Relationships**

* collaboration is key throughout. Strong working relationships developed between educator, employer, and students, deliver a clearer understanding of needs and expectations.
* start building relationships early.
  + use the ***‘Guided Partnership Agreement’*** to inform your initial discussions
  + take note and build your partnership using the ‘***Work-Based Placement Partnership Agreement template’***

1. **Build Clarity**

* ensure there is clarity of expectations and define clear responsibilities.
* establish the type of placement most effective for your partnership (Practice, Project or Shadow – see [Guidance](https://sportscotland.org.uk/secure/placements/build-your-placement/guidance))
* be informed and communicate key information clearly.
  + use the ***‘Employer Role Profile template’*** to inform students/educators of your needs and role opportunities.
  + use the ‘***Student Profile template’*** to be informed about student’s different needs, skills and experiences
  + use the ‘***Student Agreement template’*** to build clarity of expectations and commitments for each student

1. **Build Support**

* identify mentors who can effectively support a student and gain from the experience
  + consider *mentor training*as part of your partnership
  + consider preparing students to be mentee ready
* introduce and connect students and mentors/employers early.
  + ***Student and Employer Profiles*** are a great way to get started.
  + introduction days, sessions or tours are strongly suggested by practitioners.
* induction training/information and safety checks will ensure your partnership generates a quality experience for everyone.
* stay connected, check-in with students, and check-in as educator & employer partners

1. **Build Employability**

* enhance students’ future employability by recognizing them and their placement experience
  + use the ***‘Testimonial Template’*** to provide a supporting statement
* employ or deploy students by extending further opportunities through volunteering, interview experience, or paid work
* celebrate the success of your partnership, share the value and impact of student placements in sport on social media
  + share your story with sportscotland by tagging us on social media, or directly with [communications@sportscotland.org.uk](mailto:communications@sportscotland.org.uk)

**The Tools**

**Work-Based Placement Partnership Agreement -** the placement agreement template can be used by employers and educators as a space to design and build their placement partnership.

* *A* ***‘Guided Partnership Agreement’*** *version also exists to support with hints and tips from sector practitioners.*

**Student Agreement -** the student agreement template is designed to complement the placement agreement with specific information to inform and commit each student on their placement.

**Student Profile -** this profile can be used by students to outline details they wish to share with an employer. Employers can use this to inform the recruitment of and overall placement experience plans, aligned to their needs.

**Employer Role Profile -** this profile can be used by the employer to outline details they wish to share with students &/or educators. Students & educators can use this to prepare by being more informed on the employer and the role.

**Testimonial -** the testimonial can be used by employers to provide a statement and supporting information on an individual student. Students can use it as evidence and/or as part of their CV to support future employment.

* + visit the [Placement Guidance](https://sportscotland.org.uk/secure/placements/build-your-placement/guidance) page for more hints & tips
  + visit the [Placement Tools](https://sportscotland.org.uk/secure/placements/build-your-placement/tools) page to download PASS templates

* + Ensure your documents and content are digitally accessible -
    - [Digital Accessibility - sportscotland the national agency for sport in Scotland](https://sportscotland.org.uk/digital-accessibility)