



F E Chaplaincy Training Project

www.fect.org

Placement Working Agreement

Placement College/ Institution:

College	Postal Address	Town	Postcode	Telephone
Example College	Example Avenue	Example Town	EX1 2AB	01234567891

Placement supervisor:

Name	College Role	E-mail Address
Jane Chaplain	Chaplain Coordinator	Jane.chaplain@example.ac.uk

Placement student:

Name	E-mail Address
John Student	John.student@xyz.co.uk

FECT Instructor:

Name	E-mail Address
Peter Instructor	Instructor@fect.org

Placement Dates:

From :	To:
01/05/07	19/07/07

Placement Opportunities/ Constraints: [completion by placement supervisor]

The placement dates are such that interaction with students of Example College will be less than optimal. However, every opportunity for meeting with students will be taken and of course meeting with college staff would be unaffected.

The college is multi-site and the chaplaincy multi-faith and offers a wide range of setting for placement students to experience.

Learning Objectives:

1. Personal and Spiritual Development

- a. Flexible approach to requirements/ opportunities at Example College
- b. Ability to communicate matters of faith to staff and students.
- c. Respect for people of other faiths (or none).

2. Personal and Professional Relationships

- a. To develop good personal relationships with staff and students
- b. To make observations /suggest changes in a sympathetic and encouraging manner.
- c. To develop listening and communication skills with strangers.

3. Personal and Organizational Skills

- a. Good time management.
- b. Effective recording of activities log and report writing.
- c. Recognition of specific opportunities for study, worship and diet for students of all faiths and none

Working Agreement Notes:

The placement supervisor is requested to:

- Complete this form and return it to the student's instructor at fect.org
- Subject to local opportunities and constraints, provide suitable learning objectives to be listed under headings 1, 2, and 3 shown above. [*there may be any number of these*].
- Organize a suitable program of activities for the student on placement which potentially enables the learning objectives to be achieved. [*ideally in 60 hours*].
- Provide a brief report on the placement experience to the student's instructor at fect.org

The placement student is requested to:

- Liaise effectively with their placement supervisor (particularly over attendance and time keeping).
- Maintain a placement diary in which all placement activities are logged and timed.
- Submit a final report on placement activities to the placement supervisor.