Mid Placement Review (MPR) Instructions:

1. Within the first 5 days of your placement, ask your placement organisation supervisor for 3 suitable times at which they could be available for your mid placement review with an ACAP educator and you. The review must take place about half way through your placement and will take about 45 minutes. The review could be face to face or by phone depending on your location.

2. Contact the educator of your choice from the list on the web site and negotiate one of these times to visit your organisation where possible, or to conduct a 3 way teleconference where it is not possible for the Educator to attend in person. You and the organisation supervisor should be in the same room with a speaker phone. The Educator will generally call you at the appointment time unless you have arranged to call the educator.

3. When you make the appointment, you must send through your Learning Contract to the Educator and give a copy of the MPR questions to the Supervisor so they can be prepared (they do not need to write the answers). The Educator will complete the MPR form during the review and submit it to ACAP.

4. At the appointed time, the educator will call the organisation on the number you have provided. They will work their way through the questions on the form, discuss these and note the answers. If you have a concern or an issue that is not on the form, please raise it for discussion.

5. Please note that if you have an issue with the placement or the supervisor you should raise the issue with your supervisor well prior to the MPR. If you have discussed it but it is still an unresolved issue for you, it is quite appropriate for you to raise your concern during the MPR and the Educator will work with you and your supervisor to help you to resolve it. Ensure they you always use ‘I’ language to express your concern.

6. If the issue remains unresolved, please contact your Student Placement Officer or Manager to discuss the issue – don’t wait, or leave it unresolved. It’s important that your placement is a positive experience and we are here to support you.