

## APPEL Guide to Supporting your Student in a Hybrid/Remote Experiential Learning Placement

### Introduction

Hybrid working has become common place over the last few years, and as workers we have learned to adapt to this new work environment. For your student, this will likely be the first time they will experience completing a placement within a hybrid working model. While some students will adapt very quickly and have no concerns with using different communication forms and learning in a remote environment, others may find it more challenging and require additional support. This brief guide will help you plan and consider aspects of the placements to maximise learning opportunities and support for your student.

Please also refer to the 4<sup>th</sup> Year Preceptor/Student Handbook for further information.

### Considerations before and during a Hybrid Student Placement

The following points are designed to support you during the planning and the facilitation of your student's placement.

#### *Student Supervision & Support Systems*

- Consider how you will 'check in' with your student when they are working remotely (e.g. email, phone call, video call).
- Consider setting daily/weekly/monthly deliverables for your student to ensure they are on track and to help keep them motivated.
- Consider including your student in team chats/group emails so that they feel part of the team.
- Ensure your student knows who to contact for support, further assistance or training.
- Consider whether there is a team member (aside from the preceptor or the on-site supervisor) that your student can "buddy-up" with for support over the placement period.
- Consider how you would you like your student to communicate with you and other members of the team? E.g. email, phone calls, virtual meetings? For some students this will be their first experience in this type of communication, you may be able to give them some hints and tips on what you find works well.

#### *Student's home workstation and requirements*

- Does your student have access to an appropriate environment to facilitate a hybrid experiential learning placement? e.g. light, heating, quiet environment.
- Does your student have an appropriate chair and table/desk?

- Is there a Health & Safety Officer that can support your student in setting up an appropriate workstation and placement environment?

#### *IT requirements*

- Does your student have access to a company laptop, or if necessary, the use of a personal laptop?
- Does your student have access to a reliable and secure internet connection?
- Does your student have remote access to the Training Establishment network?
- Does your student need to complete any training prior to accessing the training establishment systems remotely?
- Does the student know who to contact for IT support?

#### *Induction and training plan considerations where a student is on placement remotely*

- Have you considered in advance an outline of the activities/projects that your student will be completing? Can these activities be completed remotely? Do these activities allow your student to meet the learning outcomes and to develop and practise the required skills and behaviours?
- Do you have a dress code that your student must adhere to when on placement remotely?
- Does your student need to complete any Health & Safety training or other training that your workplace offers to support remote working?

#### *Further information?*

We very much appreciate your ongoing support in facilitating the APPEL programme, and if you require any additional support or have further questions don't hesitate to contact the APPEL team at [info@appel.ie](mailto:info@appel.ie). We are here to help.