



Westwood Training and Consultancy

Student Placement Policy

Policy Statement

Westwood Training and Consultancy (WTC) is dedicated to delivering rigorous and high-quality professional training in Montessori education. As a core element of our academic programmes, students enrolled in the **NCFE CACHE Diploma Level 3 and Level 4** qualifications are required to undertake a structured teaching placement. This policy outlines the expectations, responsibilities, and support mechanisms associated with placement.

Placement Requirements

- All students must engage in a teaching practice placement at a Montessori nursery setting, wherever practicable.
- The placement is intended to provide students with opportunities for observed teaching, experiential learning, and reflective practice relevant to their qualification level.
- The placement must align with the defined learning outcomes and assessment criteria for Level 3 and Level 4 diplomas, with appropriate differentiation recognised and upheld.

Mentorship Provision

- The hosting nursery will appoint a suitably qualified mentor to oversee and support the student throughout the duration of the placement.
- Mentors are expected to facilitate professional development, provide constructive feedback, and collaborate with WTC tutors on student progress.

Students in Existing Employment

- Students currently employed in a nursery setting may undertake placement within their current place of work, subject to the following conditions:
 - The employer must agree to allocate designated time within the working schedule for formal observation, reflective practice, and evidence gathering as required by the course.
 - The environment must meet the standards of a Montessori setting, or provide suitable provisions if Montessori-specific practice is unavailable.

Institutional Support and Oversight



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- WTC tutors will maintain consistent contact with both students and mentors via email correspondence, digital lecture content, and setting visits where feasible.
- Tutors will provide academic guidance, monitor progress, and ensure that placement experiences are aligned with programme objectives.

Placement Sourcing and Assistance

- In instances where a student is unable to secure an appropriate placement independently, WTC will actively assist through its professional network and partnerships.
- The institution will make every reasonable effort to identify and facilitate suitable placement arrangements in a timely and efficient manner.

Quality Assurance and Feedback

- Placement quality and relevance will be regularly monitored by WTC to ensure compliance with programme standards.
- Feedback mechanisms will be in place to capture insights from both students and mentors, thereby informing ongoing improvements to placement procedures.

Review

This policy will be reviewed in September 2025.