Practice Educators and On Site Supervisors

The PEPS outline two stages of progression for practice educators. Stage1 Practice educators at this stage will be able to supervise, teach and assess social work degree students up to but not including the final assessment prior to qualification. At this stage they may contribute to the last placement but not take full responsibility for assessment or act as the practice educator on a day-to-day basis. Stage 2 Practice educators at this stage will be able to supervise, teach and assess social work degree students up to and including the last placement. In effect, these practice educators will have the authority and capability to recommend, on the basis of appropriate evidence, that social work students are fit to practise at the point of qualification

If you are providing the offsite PE role the PE must be qualified to PEP’s 2

The PE must provide work, learning opportunities, support and assist the student to make sense of their learning and assess the learning that takes place. These opportunities must meet the required areas of competence outlined by Professional capabilities framework relating to the level of the qualification that they are working towards.

The PE/OSS to complete any paperwork the HEI requires prior to placement commencing.

PE and OSS must meet the student prior to the placement start date. This meeting/interview is arranged by the PE/Onsite supervisor who are responsible for inviting the student in to the meeting. At this meeting the DBS and insurance cover for business use to be checked and recorded.

An initial learning agreement meeting (ILA) or Learning Agreement meeting (LAM ) should be arranged once the placement has started. This should be within the first 10 days of the start of the placement.

PE/OSS to ensure that the student is aware of any corporate induction dates and PE/OSS to provide appropriate induction into the area of work that the student has been placed in. (This should be done within 2 weeks)

PE/OSS should provide regular supervision – this should cover case management, reflection, and teaching. All content should link to the students learning for meeting the PCF. The frequency of supervisions are set out by the HEI. Supervision notes should be signed by student and PE/OSS and a record of supervision should be maintained, as some HEI’s require them to be submitted within the student social workers portfolio. (Please check the HEI handbook)

If the PE is offsite they should ensure that 3 way meetings take place with the student and Onsite Supervisor. This is to review the student’s progress in addressing the PCF, the ILA and maintaining the requirements of the Health and Care Professions Council Guidance on Conduct and Ethics for Students. There should be at least 3 three way meetings during each placement. If the PE is off site the OSS can conduct one of the observations.

The PE should check that the students’ portfolio has been anonymised

The PE/OSS should confirm and declare by signing the HEI form, that the student has completed the required number of practice days.

The PE is expected and required to provide feedback when required by the HEI.

The PE should provide an assessment report on the student and recommend a pass or fail. If the PE recommends a fail they must indicate to the student and HEI on what PCF criteria have not been met. The concerns process for the HEI to be followed at all stages before reaching this final point.

The PE should discuss the report with the student and student comments should be added to the report prior to the portfolio being submitted. Prior to the end of the placement

Practice Educators are, at all times, required to follow the requirements of the Standards of Proficiency for social workers in England and conduct themselves in accordance with the HCPC Standards of conduct, performance and ethics.

PE’s should have students at least once every 2 years to ensure that their practice with students remains current.

PE’s may be asked to attend moderation panels and PAP (Practice Assessment Panels) and should endeavour to take up these opportunities to build on their professional development as it informs of ways to better support the students.

PE’s to take advantage of free training offered by LA and HEI’s to show continuous CPD and maintain currency as a practice educator.