

# Practice Educator Professional Standards for Social Work

**The Greater Lancashire and Cumbria Social Work Education and Training Network (SWETN)** comprises Blackburn with Darwen Borough Council, Lancashire County Council, Blackpool Council and Cumbria County Council, the University of Central Lancashire, Lancaster University, Edge Hill University and The University of Cumbria. This group is working together to implement the Practice Educator Professional Standards for Social Work.

Further information on the Practice Educator Professional Standards for Social Work is available at

<https://www.basw.co.uk/resource/?id=4784>

**This fact sheet is applicable to you if you wish to undertake assessment for stage one or stage two practice educator status (and have not already passed a university accredited course).**

## Stage1 Educator

Practice educators at this stage will have sufficient experience and have demonstrated competence to directly 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 a final placement but not take full responsibility for assessment or act as the practice educator on a day-to-day basis.

### What does this mean?

- You can be a Practice Educator for first level placements. \*\*
- You must have two years' relevant work experience before taking full responsibility for assessing a social work placement, and have been qualified for two years.

## Stage 2 Educator

Practice educators at this stage will have sufficient experience and have demonstrated competence to supervise, teach and assess social work degree students up to and including the final placement. In effect, these practice educators will be sufficiently competent to recommend with evidence that the social work students are fit to practise at the point of qualification. Please note that if you have the Practice Teacher Award and proof of supervising a student within the last two years you can automatically apply for Stage 2 status.

### What does this mean?

- You can be a Practice Educator for first AND final level placements.
- You must have three years' relevant work experience, qualified for two years.

\*\* From October 2015 all practice educators are to be registered social workers.

All candidates should produce a portfolio containing the following:

### Stage 1 Assessment

1. Completed front sheet (see appendix )
2. Statement re: confidentiality in the portfolio. *Please note that all contents in the portfolio should be anonymised (with the exception of the Observer's name) so that students, service users, tutors, or other colleagues and practitioners are not recognisable.*
3. Contents sheet
4. Evidence of practice educating at least one social work student, comprising:
  - Completed practice learning agreement from the student placement
  - Final assessment report written by yourself as the practice educator, assessing the student's capability, using university guidelines
  - 1 direct observation report on the student's practice completed by yourself
  - 1 example of supervision notes
  - Student feedback form (see appendix)
  - Direct observation of your own practice supervising a social work student completed by a suitably qualified assessor, i.e. Practice Teacher Award Holder/ Stage 2 Practice Educator (see appendix)
5. Written Task 1 as follows:

1000 - 1200 words

With reference to Domains A, B and C and the Values of the Practice Educator Professional Standards (2013), provide an analysis of having enabled the learning of a social work student on placement making reference to your portfolio of evidence and the following guidance:

- Explain how you provided a physical and learning environment conducive to the demonstration of the student's practice capability and explain how you took into account the student's individual learning needs, learning style, prior achievements, knowledge and skills.
- Discuss how you negotiated and agreed an induction plan and a learning and assessment programme throughout the placement. Discuss how you arranged supervision, monitored and reviewed the learning and assessment programme, planned and delivered learning opportunities to match learning needs and objectives. Outline how any disagreements / difficulties were resolved.
- Evaluate the degree to which you felt you achieved a fair and evidence-based assessment of the learner's practice. Discuss formative/ summative assessment and the use of feedback.

Please make reference to relevant materials, research, books, journal articles etc. in your assignment.

Your portfolio will be assessed as competent or not yet competent

## **Stage 2 Assessment WITHOUT any Accreditation:-**

1. Evidence of completed stage 1, or if submitting portfolio for stage 1 and 2 at the same time, evidence requirements as stage 1.

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2. Evidence of working with a second social work student or one other being assessed against the Professional Capabilities Framework e.g. letter from Manager or Practice Learning Coordinator/Agency ASYE Coordinator.
3. Direct observation of own practice supervising a social work student or other learner, completed by suitably qualified assessor (as for stage 1)
4. Written task 2 as follows:

1000 - 1200 words

Critically reflect on your own professional development as a practice educator, including a discussion of how you have maintained and developed your knowledge and skills in social work practice and as a practice educator, and/or how you intend to do so in future.

This assignment should demonstrate your underpinning knowledge and make reference to relevant and appropriate materials. You may refer to all of the Domains of the Practice Educator Professional Standards but you should aim particularly to ensure Domain D is demonstrated. Please also refer to the Values for Practice Educators and Supervisors.

Your portfolio will be assessed as competent or not yet competent.

## **Stage 2 Assessment WITH Accreditation**

**(eg following successful completion of an accredited model -SW4705 Introduction to Facilitating Learning in the Workplace or Enabling Others):-**

1. Completed front sheet.
2. Copy of award certificate.
3. Evidence of working with another student/ASYE/AMHP student.
4. Direct observation of your own practice supervising a social work student completed by a suitable qualified assessor (Stage 2 Practice Educator).

## **Assessment Process**

You may submit your evidence in a portfolio to SWETN for consideration as a Stage 1 or Stage 2 Practice Educator.

**Submissions must be in hard copy and must be appropriately anonymised.** You are advised to keep a copy.

### **Dates of Panel:**

#### **2017**

**13 September            Papers to be submitted by 6 September 2017**

**15 November            Papers to be submitted by 8 November 2017**

#### **2018**

**17 January                Papers to be submitted by 10 January 2018**

**21 March 2018           Papers to be submitted by 14 March 2018**

**16 May 2018             Papers to be submitted by 9 May 2018**

**18 July 2018             Papers to be submitted by 11 July 2018**

**19 September 2018     Papers to be submitted by 12 September 2018**

**21 November 2018     Papers to be submitted by 14 November 2018**

Please submit your work, in hard copy, to:-

Caroline Wallace, Skills Learning and Development  
Room D1  
County Hall  
Preston  
PR1 0LD

Alternatively, if you would prefer to deliver by hand, please bring to the Pitt Street Reception at County Hall.

Candidates will be assessed by a panel of experienced practice educators from placement providers and HEIs across the region.

Following the panel, results will be notified to candidates and employers and electronic certificates provided for successful candidates.

**If you require a card certificate and your submission returning, please enclose a large Stamped Addressed envelope and we will post these on to you.**

**If you do not enclose an envelope your submission will be put in the confidential waste.**

Candidates who do not meet the requirements at this point will be provided with feedback and given the opportunity to re-submit to the next panel.

## Portfolio Front Sheet

- Submissions **MUST BE IN HARD COPY** and must be appropriately anonymised.
- Please do not enclose any original certificates or documents.
- Please enclose a large **Stamped Addressed Envelope** if you would like your submission returning and a certificate sending to you.  
Otherwise your submission will be destroyed after the Panel date.
- You are advised to keep a copy of your submission.

<b>Name (printed):</b>	
<b>Employer:</b>	
<b>Work Address:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b>	
<b>Professional Capacity:</b>	
<b>HCPC Registration Number:</b>	
<b>Date Submitting for Assessment:</b>	

		Tick
Stage One Practice Educator	I am a registered social worker and have been qualified for two years/ I am not a registered social worker but have two years relevant work experience	
Stage Two Practice Educator	I am a registered social worker with three years' relevant work experience and have been qualified for at least two years.	
Dates and location of training undertaken		

For SWETN use only

	TICK	DATE
STAGE ONE APPROVED		
STAGE TWO APPROVED		
REASON NOT APPROVED		
Signed on behalf of panel		

## STUDENT FEEDBACK FORM

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1 Was a learning agreement completed with you? Yes/No

2 Did you have an opportunity to review the agreement during the placement? Yes/No

3 Do you feel the placement met your learning needs? Yes/No  
If "No", please give further details.

4 How well do you think the practice educator provided the following?

Teaching Poor 1 2 3 4 Excellent

Support Poor 1 2 3 4 Excellent

Supervision Poor 1 2 3 4 Excellent

Provision of relevant learning opportunities Poor 1 2 3 4 Excellent

Management of your learning over time Poor 1 2 3 4 Excellent

Providing information	Poor	1	2	3	4	Excellent
Feedback on progress	Poor	1	2	3	4	Excellent
Assessment of your competence	Poor	1	2	3	4	Excellent

Any other comments about the practice educator?

Signed

Date

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Observation of supervision by an appropriately qualified Stage Two Practice Educator:

Guidance and report form.

### **What is the purpose of the observation?**

The observation is primarily an opportunity for the candidate to gain developmental feedback about professional practice and is an ideal learning opportunity to develop reflective practice with peers. The observation will also offer assessment evidence of the candidate's competence in practice education. PLEASE REFER THROUGHOUT TO THE DOMAINS AND VALUES CONTAINED WITHIN THE PEPS (2013)

### **What makes a suitable observation?**

A suitable observation is a formal, planned supervision session which lasts for around one hour.

### **Who can be an observer?**

The observer will be a registered social worker and have Stage Two Practice Educator Status.

You are advised to consult your manager and or training team to obtain an 'in house' observer. Some agencies will have existing protocols for arranging and allocating observers.

### **What is the process?**

Observing practice typically has 4 stages:

- 1 the briefing between observer and candidate
- 2 the observation
- 3 the debriefing
- 4 the completion of the report (see attached)

### **The briefing:**

- The pre-observation briefing should focus on planning and preparation. If a session plan/ supervision agenda is available it could be used to form the basis of the discussion. This briefing is also an opportunity for the candidate and observer to identify particular aspects of practice they would like to focus the feedback on.
- The candidate should outline the aims/outcomes for the session and provide relevant information and context that might affect the particular session.
- The candidate will have agreed the observation date with the social work student prior to the session. They will make suitable arrangements (for example where the observer will sit/position themselves) for the observation.
- Make arrangements for the debriefing.

### **The observation:**

The session should resemble normal practice as far as possible. Just be yourself and work in the way you would normally. The observation needs to be as close to your day to day practice as possible. Remember in all likelihood it will be more than 'good enough'.



**The post observation debriefing:**

The observation will be discussed in line with good practice on giving and receiving feedback and this should happen shortly after the observed supervision session. The suggested criteria in the report are a useful way to structure the feedback.

**The observation report:**

This is completed after the observation discussion; the observer will write up their notes on the observation pro forma and send this to the observed candidate.

**Suggested criteria and areas on which you may provide/expect feedback:**

The following points may be helpful when you are considering prompts for feedback

## Planning

- Clear relationship between this and previous / future sessions
- Appropriate teaching / learning methods chosen
- Material at a suitable level for student
- Realistic aims / plan for the session
- Adequate resources available as required

## Facilitation

- Aims / plan / agenda of the session made clear to students
- Session well organised, and all parties clear on their role and expectations
- Professional, positive and enthusiastic approach
- Evidence of understanding the principles of good practice in supervision
- Evidence of understanding the principles of teaching and learning
- Evidence addressing the student's professional development
- Evidence of links to the assessment of the student
- Effective use of any resources used
- Session drawn to satisfactory conclusion
- Time keeping

## Student engagement and involvement

- Rapport with student
- Student's motivation, attention and engagement
- Student actively participating in session
- Student's contributions valued and empowerment promoted
- Candidate responding to individual needs of the student

## OBSERVATION REPORT

<b>Candidate's name:</b>	
<b>Programme of study:</b>	
<b>Agency:</b>	
<b>Observer's name:</b>	
<b>Observer's contact number:</b>	<b>What award do you hold to enable you to undertake the observation?</b>
<b>Date of the supervision session being observed:</b>	

<b>Brief summary of the context in which the observation will take place (to be completed by the candidate)</b>
<b>Preparation and planning of the session, including specific objectives and identification of the domains to be evidenced (to be completed by the candidate)</b>
<b>Feedback from the Observer (to be completed by the Observer)</b>
<b>How did the candidate achieve their objectives?</b>
<b>How did they accommodate issues raised for the agenda by the student?</b>
<b>How did the candidate demonstrate values/standards in their practice?</b>

<p><b>What domains have been demonstrated? Please give specific examples from the observation</b></p> <p><b>Domain A</b></p> <p><b>Domain B</b></p> <p><b>Domain C</b></p> <p><b>Domain D (if applicable – stage 2 only)</b></p>
<p><b>Comments from the student</b></p>
<p><b>Candidate's evaluation of the session</b></p>
<p><b>Candidate's response to feedback</b></p>
<p><b>Areas for further development</b></p>
<p><b>Any additional comments</b></p>

**Signed:**

**Candidate:**

**Observer:**

**Date:**

## SWETN Practice Educator Framework Panel Portfolio Checklist

Candidate's Name: \_\_\_\_\_

<b>Applying for:</b>	<b>Stage 1</b>	
	<b>Stage 2</b>	
	<b>Practice Supervisor</b>	

**Important Information - Submissions must be in hard copy and must be appropriately anonymised.**

- **Please enclose a large A4 Stamped Addressed Envelope for your certificate.**  
All candidates should produce a portfolio containing the following

<b>Stage 1 Assessment</b> (Following completion of 5-day training course not accredited by university or without completion of Enabling Others, Introduction to Facilitating Learning in the Workplace or accredited course)	Tick Below
Completed front sheet	
Statement re confidentiality in the portfolio (anonymised)	
Contents sheet	
Evidence of practice educating at least one social work student comprising	
Completed practice learning agreement from student placement	
Final Assessment report	
1 direct observation report on the student's practice	
1 example of supervision notes	
Student feedback form	
Direct observation of your own practice supervising a social work student completed by a suitable qualified assessor (Stage 2 Practice Educator)	
Written Task 1 - 1000 - 1200 words	
Provide an analysis of having enabled the learning of a social work student on placement making reference to your portfolio of evidence and the following guidance:	

Explain how you provided a physical and learning environment conducive to the demonstration of the student's practice competence and explain how you took into account the student's individual learning needs, learning style, prior achievements, knowledge and skills.	Tick Below
Discuss how you negotiated and agreed an induction plan and a learning and assessment programme throughout the placement. Discuss how you arranged supervision, monitored and reviewed the learning and assessment programme, planned and delivered learning opportunities to match learning needs and objectives. Outline how any disagreements/difficulties were resolved.	
Evaluate the degree to which you felt you achieved a fair and evidence-based assessment of the learner's practice. Discuss formative/summative assessment and the use of feedback.	
Discuss how you contributed to formal audit and evaluation of the placement.	

<b>Stage 1 Assessment</b> <b>(following successful completion of Enabling Others – Introduction to Facilitating Learning in the Workplace or an accredited course)</b>	Tick Below
Completed front sheet from the university	
Copy of transcript or confirmation from the University	

<b>Stage 2 Assessment</b> <b>(without completion of Enabling Others, Introduction to Facilitating Learning in the Workplace or accredited course)</b>	Tick Below
Completed front sheet	
Statement re confidentiality in the portfolio (anonymised)	
Stage 1 Certificate	
Direct observation of your own practice supervising a social work student completed by a suitable qualified assessor (Stage 2 Practice Educator)	
Another student/ASYE/AMHP student	
Written task 2 as follows:-  1000 - 1200 words Critically reflect on your own professional development as a practice educator, including a discussion of how you have maintained and developed your knowledge and skills in social work practice and as a practice educator, and/or how you intend to do so in future. This assignment should demonstrate a candidate's underpinning knowledge and make reference to relevant and appropriate materials	

<b>Stage 2 Assessment</b> (following successful completion of SW4705 Introduction to Facilitating Learning in the Workplace or Enabling Others)		Tick Below
1	Completed front sheet	
2	Copy of award certificate	
2	Evidence of working with another student/ASYE/AMHP student	
3	Direct observation of your own practice supervising a social work student completed by a suitable qualified assessor (Stage 2 Practice Educator)	

**Any comments from the panel please below:-**

	Approved	Not Yet Approved	Resubmit
Stage 1			
Stage 2			
Practice Supervisor			

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

