

Whilst on Unit 2 Supervising and Assessing a Learner in Social Work Practice

1) The Trainee Practice Educator is expected to attend all 3 online teaching days (additional non-mandatory assignment-writing workshops are offered throughout the course).



2) The Trainee Practice Educator is expected to supervise a learner in practice throughout their placement.

2a) If the placement is interrupted/extended/fails/ends, then the Trainee Practice Educator is to arrange a meeting with the BU Unit Tutor/Lead, Practice Educator Assessor (and, if funded, the Workforce Development Lead) to discuss if PEPS have been met or if additional experience is required to meet the requirements of Unit 2. This is the responsibility of the Trainee Practice Educator.



3) The Trainee Practice Educator is required to have a minimum of 2 observations of them supervising the learner in practice, observed by the Practice Educator Assessor. It is recommended that these take place prior to, and after, the Learner in Practice Mid-Way Review. The feedback is not required to be submitted as part of the assessment. Please note, there is a feedback form supplied on Brightspace if required.

3a) Please note, we also offer non-mandatory Peer Support Sessions for Practice Educator Assessors several times a year. For more information, please email CPD Admin (hss-cpdadmin@bournemouth.ac.uk).



4) The Trainee Practice Educator is required to give the correct Assessment Proforma (which includes the Practice Educator Assessor's Testimonial and Recommendations for Practice) to the Practice Educator Assessor to complete Part 1 and sign. Please note, the Practice Educator Assessor then writes a Final Report of their practice as a Trainee Practice Educator and gives this to the Trainee Practice Educator for their feedback and development. This requires the Practice Educator Assessor to have monitored and supervised the Trainee Practice Educator, seen their written reports and feedback, and sought feedback from the Learner in Practice. The Practice Educator Assessor's Final Report must be written prior to the Student's Submission Date and should only be 1,000 words long. Please note, the Final Report is not submitted to Bournemouth University.



5) Trainee Practice Educators complete the Reflective Assignment Assessment Proforma and the Testimonial and Recommendations for Practice are signed off. No other additional evidence is required.



6) The Trainee Practice Educator submits the Assessment Proforma using the correct proforma for their level of study (i.e. Level 6 or Level 7):

- Practice Educator Assessor's Testimonial and Recommendation for Practice
 - Reflective Assignment
- Signed by Practice Educator Assessor

6a) The Trainee Practice Educator must submit the Assessment Proforma via Brightspace Turnitin by 12noon on the Submission Date.



7) If an extension is required, students should complete the online extension request form by searching 'Bournemouth University Exceptional Circumstances'. Please make sure the Practice Educator Assessor and Workforce Development Leads are kept informed of outcomes. Please also note, the only person who can request an extension is the Trainee Practice Educator. If an interruption to study is required, please contact your Unit Tutor/Lead and CPD Admin (hss-cpdadmin@bournemouth.ac.uk) to discuss this further. Again, it is the responsibility of the Trainee Practice Educator to make contact in the first instance. All extensions and interruptions must be requested prior to Submission Date.



8) The assessments are all marked and moderated by BU and released 4 weeks after the Submission Date.



9) Once the Assessment Board has been held and the marks ratified, the Trainee Practice Educator and Workforce Development Lead are informed of the outcome (Trainee Practice Educator within 7 working days of the Assessment Board; the Workforce Development Lead in the weeks following).



10) If the Trainee Practice Educator has successfully completed both Unit 1 and Unit 2, they are then a qualified Practice Educator. Please note, all Practice Educators must keep their PEPs up-to-date, and each Local Authority will have a different way of reviewing these, so please contact your Workforce Development Lead to find out more.