

## **SOCIAL WORK PLACEMENT LEARNING EXPECTATIONS**

**Practice education of Social Work students is a partnership arrangement between the student, placement agency staff and Placement Tutors. This document clarifies the expectations and responsibilities of all those involved, including some of the requirements outlined in the Learning Agreement Meeting. The aim is to ensure that students are prepared to be fit for purpose as registered Social Work professionals.**

### **Placement Agency Staff have the right to expect:**

1. Students must attend the placement for the whole period that they have been allocated to their placements. Students must be present for the whole day/shift on all dates assigned to them by their placement provider.
2. That students behave in a courteous and respectful manner at all times.
3. Students to make an appropriate contribution to the work of the agency while flexibility is ensured to meet negotiated individual learning needs.
4. Students to conduct themselves in a professional manner as defined by Social Work England (SWE) and in keeping with agency placement policies.
5. Students to undertake their role as a learner in accordance with their competency level and in adherence to the relevant university and agency placement policies and procedures.
6. The Placement Team to ensure that placement agencies have three weeks advance notification of student placements where possible.
7. Students to report sickness and absence immediately to the placement agency and the university.
8. Students to respond in a timely way to contact by the placement to which they have been allocated to confirm a date for their pre placement visit.
9. Students to have an understanding of the placement documentation and be able to provide the appropriate placement documentation relating to the placement throughout their allocation.
10. Students to be flexible in using available learning opportunities and by negotiation be prepared to experience work of the agency over a twenty four hour period.
11. A Placement Tutor to actively support the learning environments in accordance with local and national standards.
12. Regular communication with the University to discuss course structures, assessment procedures and evaluation of agency placements.
13. Dedicated time within the working environment to facilitate their role as a Practice Educator and to have access to appropriate training, annual updating and on-going support for staff.
14. Students to complete a placement evaluation and be accountable for their feedback. Placement Tutors and Placement Provider Lead will review the evaluations after each placement allocation.
15. An Educational Audit will be undertaken as per HEI requirements and 'Best Practice'. As part of the two yearly educational audit, student evaluations will be discussed and reflected on by the HEI/Placement Provider Education Lead.

16. Re-auditing will be undertaken in any practice learning environment from which students have been temporarily removed.

**Students have the right to expect:**

1. Students must attend the placement for the whole period that they have been allocated to their placements. Students must be present for the whole day/shift on all dates assigned to them by their placement provider.
2. Courtesy and respect, and to be treated as a valued member of the multi-disciplinary team.
3. Three weeks' notice of a placement allocation, where possible.
4. Access to individual practice learning environment profiles that reflect current services and programme placement requirements.
5. An agency placement that, will have no more than the optimum number of students.
6. Practice Educators (PEs) to be available to provide 1.5 hours of formal supervision per week to reflect on practice with the student, to discuss student's progress and to identify areas for development for the student and to complete the assessment documentation.
7. A safe and supportive environment that is conducive to meeting identified individual student learning needs commensurate with their competency level and practice needs.
8. A flexible collaborative approach that acknowledges and responds to the individual learning needs of the student, wherever possible.
9. Appropriately prepared and experienced PEs to work with students as specified by SWE guidelines.
10. Placement hours are 37 hours per week, usually 9am - 5pm. Work patterns will be negotiated and agreed by the PE, Placement Tutor and the Student.
11. Access to learning resources.
12. Placement Provider to provide the student with an orientation and induction to the placement setting.
13. Placement areas to provide access to relevant policies and procedures including health and safety audit, protecting vulnerable groups, lone worker, risk assessment and accident and incident reporting.
14. The opportunity to evaluate their placement with appropriate action being taken in response to their feedback.
15. A working environment that meets health and safety regulations.
16. Consideration/reasonable adjustments to be made as identified by the Disability Coordinators following disclosure of a disability/long term health condition.
17. To be on a placement with a satisfactory education audit that meets SWE standards and cognisant of reports by bodies including OFSTED, CQC and Monitor, which report on the quality of care provided to service users.

18. To be informed of the importance of, and process for, raising and escalating concerns when on practice placements, during each practice placement induction.

19. To be supported in the process of raising and escalating concerns when on practice placements.

20. To be supported and safely reallocated should their temporary removal from a practice learning environment be necessary.

**The University and Lecturers have the right to expect:**

1. Courtesy and respect at all times.

2. Placement providers to cooperate with quality assurance processes.

3. Practice Educators and Work Based Supervisors to be available to attend Learning Agreement Meetings, Mid Way Review Meetings and Concerns Meetings, if required.

4. Placement Agency staff to liaise with University staff regarding the progress of students on placement.

5. Placement staff to notify Placement Tutors/University Student Support Officers as soon as there is concern about a student's progress.

6. To be notified if a student is involved in any situation that may require the student to produce a statement so that the appropriate support can be provided.

7. The Placement Team to inform them of student placements three weeks prior to start of placement, wherever possible.

8. Students to notify their Placement Tutor if experiencing problems whilst on placement.

9. Practice Educators and Work Based Supervisors who have been appropriately prepared for their role.

10. Students will follow the processes outlined on the placement learning information website.

11. Dedicated time to undertake the Placement Tutor role.

12. Opportunities to liaise with placement agency staff to discuss educational issues.

**People Who Use Services and Carers have the right to expect:**

1. To be fully informed of the student's role when working with them.

2. To be fully informed of their right to decline student involvement.

3. Respect for their rights, dignity and privacy, equality and diversity in all practice learning environments.

4. Safe, effective and compassionate care in all practice learning environments.

5. That students will be aware of the importance of, and process for, raising and escalating concerns in the practice environment.

**The ultimate aim of this document is to ensure that people who use services and carers receive the best possible services by Social Workers of the future who are fit for purpose.**