

Process for Managing a Student who is not Progressing, including Refer and Failure of Placement Attempt

Background and rationale

1. Student attainment during practice placements is supported by practice educators/supervisors/assessors to meet placement learning outcomes that have been agreed between SHU, the Professional and Statutory Regulatory Body/ies and Practice Placement Provider organisations.
2. Student and practice educator/supervisor/assessor meet for initial interview and agree an Action Plan to enable the student to achieve required and personal learning outcomes.
3. Student's progress towards attainment of learning outcomes agreed in Action Plan is continuously monitored by practice educator/supervisor/assessor.
4. This process guidance outlines the steps to be followed when a student either progresses as planned in the initial interview or does not progress or does not demonstrate appropriate knowledge, skills or behaviour while on a practice placement learning experience.

A. Student who is progressing as planned

- 1) Student's progress confirmed and documented e.g., at mid-point interview.
- 2) Student continues to make progress. Practice educator/supervisor/assessor confirms that student has a 'Pass' at final assessment interview.

B. Student who is not progressing OR is not demonstrating appropriate knowledge/ skills/ behaviour.

- 1) Practice educator/supervisor/assessor
 - a) meets with and informs student of specific concerns and agrees Action Plan to address the identified concerns and review dates for attainment.
 - b) documents concerns and Action Plan and review dates in student's course-specific documentation e.g., Assessment of Practice document.
 - c) seeks support of Learning Environment Manager (LEM)/Placement Manager, where available.
 - d) notifies SHU link tutor/lecturer/Academic Advisor.
- 2) Student and practice educator/supervisor/assessor meet on agreed dates to review student's progress against Action Plan; record documented in student's course-specific documentation.
- 3) Student demonstrates progress towards agreed Action Plan - student's progress confirmed and documented e.g., at mid-point interview.
- 4) If student continues to make progress. Practice educator/supervisor/assessor confirms that student has a 'Pass' at final assessment interview.

C. Student still not progressing / not demonstrating appropriate knowledge/skills/behaviour.

- 1) SHU link tutor/lecturer/Academic Advisor notified and contacts placement to agree support strategy required by student and practice educator/supervisor/assessor to revise and implement Action Plan.
- 2) **Student demonstrates progress towards agreed Action Plan** - student's progress confirmed and documented e.g., at mid-point interview.
- 3) If student continues to make progress. Practice educator/supervisor/assessor confirms that student has a 'Pass' at final assessment interview.
- 4) **Student fails to progress.**
- 5) 'Refer' OR 'Fail' confirmed and reported in accordance with SHU assessment regulations.
- 6) Academic Advisor / Course Team meets with student to ensure appropriate advice/support provided and/or follow up action.