Sheffield Hallam University | College of Health, Wellbeing and Life Sciences

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

PD = File copy of documentation

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.

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.

Student not progressing / not demonstrating appropriate knowledge/skills/behaviour

NO PD

Student's progress towards attainment of learning outcomes agreed in Action Plan is continuously monitored by practice educator/supervisor/assessor

YES

Student's progress confirmed and documented e.g. at mid-point interview

Practice educator/supervisor/assessor i) meets with and informs student of specific concerns, and agrees Action Plan to address the identified concerns and review dates for attainment;
ii) documents concerns and Action Plan and review dates in student's course-specific documentation e.g. Assessment of Practice document;
iii) seeks support of Learning Environment Manager (LEM)/Placement Manager, where available;
iv) notifies SHU link tutor/lecturer/Academic Advisor.

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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

STUDENT PROGRESSING →

Student demonstrates progress towards agreed Action Plan

STUDENT PROGRESSING

STUDENT NOT PROGRESSING PD

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

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

Student continues to make progress. Practice educator/supervisor/assessor confirms that student has a 'Pass' at final assessment interview

STUDENT NOT PROGRESSING PD

**Student fails to progress; SHU link tutor/lecturer/Academic Advisor notified and contacts placement to agree support strategy required by student and practice educator/supervisor/assessor to complete final assessment meeting and documentation.
'Refer' OR 'Fail' confirmed and reported according to SHU assessment regulations.**

PD

Academic Advisor / Course Team meets with student to ensure appropriate advice/support provided and/or follow up action