

Escalation of Concerns identified during Education Audit of Placement

Process

- A. Education Audit undertaken

Pathway 1 – No issues/concerns identified

- No Further Action required.

OR

Pathway 2 – Minor issues/concerns identified

- Action Plan developed in partnership between SHU and placement provider auditors
- Action Plan to include
 - Timelines
 - Individual responsibilities identified
- Action Plan is communicated to
- Placement Provider Education Lead/Learning Environment Manager (LEM)
- Subject Area Placement Learning Lead (SAPLL)/Lead Link Lecturer (LLL)

OR

Pathway 3 – Serious issues/concerns identified

- Escalated to SHU SAPLL/LLL to work in partnership with placement provider Education Lead to review and evaluate the situation, and action plan
- Consideration is given to
 - Re-auditing
 - De-activation of the placement
 - Escalation of the concern, if required

AND

- Report to Director of Placement Learning (DPL)
- Action Plan reviewed and developed to address issues

Outcome

Issues / Concerns resolved within agreed timelines

- Action Plan(s) reviewed, and outcome(s) recorded on Education Audit/PAF document
- Summary of issues/concerns and outcomes included in SAPLL/LLL (bi)annual report – shared with DPL/College Placement Learning Lead and placement provider Education Lead
- Findings discussed at College Placement Learning Group/LLL meetings and Placement Partnership meetings
- Summary of issues included in annual College Placement Learning Quality Report

Issues / Concerns cannot be resolved

- Follow Pathway 3 until issues/concerns can be resolved

AND

- Report to HWLS College Leadership Group
- Inform Placement Provider Senior Manager/identified contact