

## Process for checking a Placement Education Audit undertaken by another HEI

### Process

1. Student is offered a placement.
2. SHU Professional Placement Team contacts local HEI to ask whether an Education Audit is available for the placement area and asks for access to copy for review by SHU academic.

### Education Audit has been completed by another HEI

- A. SHU academic checks Education Audit on PARE or as supplied by local HEI to confirm
  - ✓ Education Audit is in date
  - ✓ Health and Safety checklist is in date
  - ✓ Action plans (if applicable) – status/progress
  - ✓ Practice Educator (PE)/Supervisor register is in date
  - ✓ Mandatory training has been completed by PE/Supervisors
  - ✓ Concerns/Action Plans are in date
  - ✓ Student evaluations have been reported

**Complete PAF and send to [HWLSPacementsAdmin@shu.ac.uk](mailto:HWLSPacementsAdmin@shu.ac.uk)**

### If any of the above is not met OR Education Audit is not in date/has not been completed

- B. SHU academic contacts local HEI to confirm date when missing information will be available/requirements will be met OR when Education Audit will be conducted by the local HEI

### Placement is not currently in use by local HEI

1. SHU academic agrees with placement and local HEI to conduct Education Audit, health and safety checklist, PE/Supervisor register, agree action plans.
2. SHU Education Audit document used to record Education Audit.

### Criteria are met

3. All checks are satisfactory.
4. Pre-placement – PE/Supervisor updated with orientation to programme, assessment processes and placement website link and contact details for link team are provided
5. Student is cleared to start placement (subject to student having completed all current HWLS pre-placement mandatory DBS/Occupational Health/mandatory training requirements)
6. SHU on-placement support/monitoring processes and post-placement evaluation process implemented.

### Placement not suitable for/at Education Audit

1. Placement cannot be confirmed.
2. Identify suitable alternative placement on SHU circuit.