## **Work Based Learning Supervisor Evaluation Process**

Work Based Learning Supervisors on placements are sent an email inviting them to evaluate the placement learning experience The Course Leader/ Placement Lead reviews all evaluations and i) provides immediate feedback / thanks where evaluations and comments are positive ii) ensures that any evaluations where scores are low and/or comments indicate dissatisfaction are addressed as follows: Where score/comment indicates Where score/comment indicates Where score/comment that joint action between SHU that responsibility for action indicates that responsibility for and Placement Provider - Course belongs to Sheffield Hallam action belongs to the Placement Leader/Placement Lead/SHU University – Course Leader/ Provider organisation - Course Tutor and WBL Placement Placement Lead ensures that Leader/Placement Lead refers Provider agree and document this is referred to the to the appropriate person Action Plan. appropriate person e.g. within the Placement Provider Outcomes of Action Plans are Placement Tutor, CMT, Director organisation for immediate noted as reviewed at agreed of Placement Learning (Dr Heidi action and/or escalation as date(s) and/or when action Cheung) OR College Placement necessary completed Learning Lead (Dr Judy Redman) Outcomes of Action Plans in progress or completed are reported in Placement Lead's annual reports to Director of Placement Learning (Dr Heidi Cheung) OR College Placement Learning Lead (Dr Judy Redman) and communicated to Course WBL placement supervisor update information.