

## **Work Based Learning (WBL) Supervisor evaluation of WBL placements.**

- WBL Supervisor evaluations of WBL placements are vital to our quality assurance processes. We will invite you to evaluate your experience of providing WBL placements.
- Work Based Learning Supervisors of students 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 that responsibility for action belongs to the Placement Provider organisation –Course Leader/Placement Lead refers to the appropriate person within the Placement Provider organisation for immediate action and/or escalation, as necessary.
    - Where score/comment indicates that joint action between SHU and Placement Provider –Course Leader/Placement Lead/SHU Tutor and WBL Placement Provider agree and document Action Plan. Outcomes of Action Plans are noted as reviewed at agreed date(s) and/or when action completed.
    - Where score/comment indicates that responsibility for action belongs to Sheffield Hallam University –Course Leader/Placement Lead ensures that this is referred to the appropriate person e.g., Placement Tutor, CMT, Director of Placement Learning (Dr Heidi Cheung) OR College Placement 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.