



Department of Social Work, Social Care and Youth and Community Studies

Practice Educator Professional Standards for Social Work

Guidance for Candidates

Aim of this handbook

The aim of this handbook is to guide you through the submission of your Portfolio of Evidence for endorsement to Stage 1, Stage 2 or both combined.

The handbook has been divided into three parts:

Part 1

Guidance on completing the portfolio of evidence

This part contains information to guide you through the process of completing the evidence for submission in your portfolio.

Part 2

Templates to be completed and submitted in your Portfolio of Evidence

This part shows the templates which need to be completed and submitted as a portfolio. Each template is available on the Social Work website and can be downloaded for completing electronically. Please see below for the web link to the site and its QR code (if you wish to access the website via your smart phone).

Part 3

Quick Guide for Portfolio of Evidence

This part is a quick guide to the evidence you need to provide for your Stage 1, Stage 2 or Stage 1/Stage 2 combined, Portfolio of Evidence.

Practice Learning Documentation, Procedures and Policies are available on the Sheffield Hallam University practice placement site for students and educators at:

<http://www3.shu.ac.uk/HWB/placements/SocialWork/Index.html>

Part 1 Guidance on completing your portfolio of evidence

- Practice Educator Professional Standards for Social Work
- Applicants for registration who have completed training programmes and courses that meet the requirements of the Practice Educator Professional Standards for Social Work, Stage 1 and/or Stage 2
- Social Work Practice Educator: Request for Endorsement at Stage 1 and/or Stage 2
- Continuing Professional Development (CPD) for Stage 2
- Writing a Curriculum Vita (CV) and Developing a Personal and a Team/Agency Profile
- Guidance on Direct Observation of your Practice
- Completing a Practice Learning & Placement Approval Audit and a QAPL Practice Learning Evaluation
- Critical and Reflective Statement for Stage 2
- Personal and Professional Development Action Plan for Stage

Practice Educator Professional Standards for Social Work

The full PEPS Standards can be downloaded from the BASW website via the following link

<https://www.basw.co.uk/resources/basw-england-practice-educator-professional-standards-social-work-peps-2022>

Practice Educator Domains

The Practice Educator Standards are split into four Domains. These Domains set out standards expected of those responsible for facilitating, supporting, and assessing the learning of social work practice and professional development of students in practice (BASW, 2019).

- Practice educators should be experienced and skilled social workers with at least 2 full years' post qualifying experience at the start of the practice education training course.
- All practice educators must be registered social workers.
- Practice educators need to have had responsibility for supporting, supervising, and assessing at least two students before Stage 2 can be achieved.
- Practice educators at both PEPS 1 and PEPS 2 should meet all Domain statements in Section A, B, C and D. The PE trainee should be able to demonstrate increased competency and reflection as they progress through PEPS1 and PEPS2

Stages of practice education qualification

To be fully qualified to undertake sole responsibility for the teaching, supervising and assessing of a final year social work student, a practitioner will be a registered social worker. A practitioner must have taught, supervised and assessed at least two different social work learners, at least one of which must be at pre-qualification level, including primary responsibility for at least one.

Stage 1

Practice educators will be able to supervise, teach and assess social work degree students up to, but not being solely responsible for, the final assessment prior to qualification. Stage 1 practice educators supervising final placement students will need to have their decision ratified and overseen by a PEPS 2 qualified PE mentor or assessor.

Stage 2

Practice educators at this stage will be able to supervise, teach and assess social work degree students up to, and including the last placement. These practice educators will be able to recommend, based on appropriate evidence, that social work learners are fit to practise at the point of qualification.

	Stage 1 Studying	Stage 1 Qualified	Stage 2 Studying	Stage 2 Qualified
First Placement	Yes	Yes	Yes	Yes
Final Placement	Yes, with oversight from a PEPS 2 qualified PE	Yes, with oversight from a PEPS 2 qualified PE	Yes, with ratification of a PE mentor/ assessor	Yes

Practice mentors/assessors should be PEPS 2 qualified practice educators and have an appropriate level of experience and capability to support less experienced practice educators through complex decision making.

Equivalent Practice Educator Qualifications

Currently qualified and registered social workers who have been awarded the Practice Teacher Award (PTA) by the Central Council for Education (CCETSW) or those who have achieved a Higher Specialist Award in practice education within the former GSCC PQ framework, are accepted as having reached the standards for PEPS 2 of the framework. PTA holders can be responsible for assessing and teaching at all placement levels (BASW, 2019)

Training and approval for an On-site Practice Educator

Stage 1

- An On-site Practice Educator must be a registered social worker and have:
- Completed the SHU form Social Work Practice Educator: Application for Endorsement at PEPS 1 and/or PEPS 2 accompanied with evidence of any courses/training attended.
- A minimum of two years post-qualifying experience.
- Worked with a social work student or students within the last two years.
- Completed SHU Practice Educator training or the equivalent.
- Had one direct observation of their practice with a social work student by a Stage 2 approved practice educator.
- Completed a portfolio of evidence or can submit proof of a corresponding, accredited programme which meets the requirements of Domains A, B and C of the Practice Educator Professional Standards for PEPS 1.
- Contributed to the completion of an initial or review of a Practice Learning and Placement Approval Audit.

Stage 2

- An On-site Practice Educator must be a registered social worker and have:
- Completed the SHU form Social Work Practice Educator: Application for Endorsement at PEPS 1 and/or PEPS 2 accompanied with evidence of any courses/training attended.
- A minimum of three years post-qualifying experience.
- Worked with a social work student or students within the last two years.
- Be an approved PEPS 1 practice educator.
- Two further direct observations of their practice by a PEPS 2 practice educator; this cannot be with the same social work student or students from the observed practice in PEPS 1.
- Complete a portfolio of evidence or can submit proof of a corresponding, accredited programme which meets the requirements of the four Domains of the Practice Educator Professional Standards for Social Work

- Contributed to the completion of an initial or review of a Practice Learning and Placement Approval Audit
- Completed a Personal and Professional Development Action Plan
- Completed a 500 words Critical and Reflective Statement

Training and Approval of an Off-site/Independent Practice Educator

An Off-site/Independent Practice Educator must be a registered social worker and have:

- Completed the SHU form Social Work Practice Educator: Application for Endorsement at PEPS 1 and/or PEPS 2 accompanied by:
- Evidence of any courses/training attended e.g. copies of certificates
- Two written references
- An Enhanced DBS check
- Worked with a social work student or students within the last two years
- Completed a portfolio of evidence or can submit proof of a corresponding, accredited programme which meets the requirements of Domains A, B, C and D of the Practice Educator Professional Standards for Social Work

SHU expects all registered independent practice educators to demonstrate a commitment to their on-going professional development by attending relevant CPD workshops, briefing sessions and training events.

Approved Prior Practice Learning (APPL)

Applicants for registration who may already meet the requirements of the Practice Educator Professional Standards for Social Work, PEPS 1 and PEPS 2

If a qualified and registered social worker has completed or been approved to either PEPS 1 or PEPS 2 by another organisation, SHU will require evidence of this via certificates awarded and completed the appropriate application to register, form.

Applicants for registration who have completed training programmes and courses that meet the requirements of the Practice Educator Professional Standards for Social Work, PEPS 1 and/or PEPS2

Some experienced, qualified and registered social workers may have completed a number of training programmes and courses which meet either PEPS 1 or PEPS 2 or both requirements. The Practice Teaching Award and Higher Specialist levels or the Advanced Award in Practice Education will automatically achieve Stage 2

In addition, you must also have:

- Been working with social work students within the last two years.
- Completed and submitted the SHU form Social Work Practice Educator: Application for Endorsement at Stage 1 and/or Stage 2 including photocopies of relevant certificates.
- The above awards must have included a direct observation of their practice with a student or students.
- Been involved in supporting social work students in the last two years.
- Evidence and a signed testimonial of their activity with a student or students; this could be:
 - a signed social work student report
 - evidence of CPD/involvement with learners

If an applicant has not been involved in supporting social work students in the last two years, they should discuss this with the university's PEPS lead.

The Post Qualifying Award, PQ 5/6, Enabling Others module, 5 Day Programme or equivalent

A qualified social worker with these awards and who has been involved in supporting social work students in the last two years will need to complete and submit the SHU form Social Work Practice Educator: Application for Endorsement at PEPS 1 and/or PEPS 2, the appropriate photocopies of relevant certificates and evidence of their activity with a student in the last two years.

If the programme was assessed and included a direct observation, most candidates will automatically achieve PEPS 1, with proof of activities in the last two years.

Assessment and Direct Observation

If the programme was assessed but did not include a direct observation, the candidate will need to arrange a direct observation with a PEPS 2 approved SHU practice educator.

If the programme was not assessed and did not include a direct observation, the candidate will need to arrange a direct observation with a PEPS 2 approved SHU practice educator and produce a portfolio of evidence.

Social Work Practice Educator: Request for Endorsement at PEPS 1 and/or PEPS 2

The pro forma Social Work Practice Educator: Request for Endorsement at PEPS 1 and/or PEPS 2 needs to be completed by all qualified and registered social workers. So, even if you think you have already been approved or already meet the requirements, you still need to complete this form; it is an integral part of the university's registration process. After completing the form, please retain a copy for your records.

If you are submitting a portfolio of evidence, the above completed form needs to be at the front of the portfolio followed by the evidence. If you already fulfil the requirements, this needs to be completed and the appropriate certificates included.

Endorsement Procedure for PEPS 1

If you are a social worker and have been qualified for two years you need to:

- Be working with a social work student
- Complete the application for endorsement for PEPS 1, and submit a portfolio of evidence

Endorsement Procedure for PEPS 2

If you are a social worker and have been qualified for three years you need to:

- Have worked with a social work student within the last two years.
- Complete the application for endorsement for PEPS 1 and PEPS 2 or just PEPS 2, and submit a portfolio of evidence.

Continuing Professional Development (CPD) for PEPS 2

All PEP 2 practice educators need to demonstrate progression as a practice educator. It is expected that practice educators continue to attend training to improve their professional development. PEPS 2 practice educators need to be involved in the wider student activities in their agency or with the university. SHU offers CPD workshops, briefings, and activities to practice educators; details will be sent to you. Evidence of CPD activities is required.

Writing a Curriculum Vita and Developing a Practice Educator Placement Profile

You are required to write a Practice Educator Placement Profile that includes information about yourself and the agency. A profile provides information about you as a practice educator and your agency. The profile can support the student with their pre placement planning and help them to think about the learning opportunities available to them.

It is useful to offer a personal, team and agency perspective and this may need to be revised over time. The following is a guide about information that should be included in your profile:

Please refer to the Practice Educator/Placement Profile template.

CPD Written Reflection

This is a 500 word written reflection which should focus on an analysis of your role supervising, teaching and assessing students as you progress through both PEPS 1 and PEPS 2. You should consider your future learning and development needs as a practice educator and include key areas identified on a SMART Action Plan.

Guidance on Direct Observation of your Practice

See Direct Observation Template

Please complete the Request for a Direct Observation, this needs to be done as soon as possible. You will be sent the contact details of the Stage 2 Practice Educator who will be undertaking your Direct Observation; it is your responsibility to contact this person to arrange agreed possible dates. This will be undertaken by your Mentor.

Organising the observation of practice

Identify dates with the observer

When selecting sessions consider how these will allow you to meet the Domains set out in the Practice Educator Professional Standards for Social Work.

Contact your observer to negotiate a date for your direct observation.

Negotiate the details for your direct observation

Once the observation date has been confirmed, you are responsible for communicating arrangements, including opportunities for a debriefing session, with your observer.

The Request for a Direct Observation indicates areas of practice which the observer will be using to gather evidence of learning outcomes having been met. You should use the learning outcomes in Domains A-D of the Practice Educator Professional Standards for Social Work to inform your planning and delivery of the session.

Undertaking the observation and the role of your observer

The observer will observe you on your practice on one or two occasions (whichever is required), usually a supervision session between you and your student who you are responsible for or a group supervision session for the students you are responsible for. The observer needs to gather evidence of where you are meeting the learning outcomes in Domains A - D of the Practice Educator Professional Standards. There needs to be sufficient evidence across the observations for your observer to comment on the domains.

Ahead of the observation, your observer may discuss the planned session and identified learning outcomes with you. If required, you should take the opportunity to discuss with your observer any relevant issues or concerns that you might have about the observation.

At the observation you should introduce your observer and explain the purpose of the observation.

Debrief

This will take place immediately or soon after the observed session and is an opportunity for your observer to provide you with feedback. During the

debriefing session be prepared to discuss what went well in the session and what you have identified as areas for development.

Making notes during the debriefing session will be useful to support your reflections which can be included in the reflective account.

Observer sends you the assessment report. This is sent after the observed session and will be written on the template provided. The reports from the direct observations are included in your portfolio of evidence.

Submission and Feedback

Please submit completed portfolios, electronically, to the following email address peps@shu.ac.uk

Feedback and a certificate will be sent to you within four weeks of the Endorsement Panel considering your portfolio of evidence.