**Mentoring/Practice Educator Agreement**

|  |  |
| --- | --- |
| **Student** |            |
| **University** |            |
| **Placement** |            |
| **Placement Dates** |            |
| **Practice Educator** |            |
| **Mentor** |            |

**ROLES AND RESPONSIBILITIES**

**Mentor:**

* Must be a Stage 2, registered Social Worker, with currency in Practice Education
* Will coach, teach and offer guidance to Practice Educators in training
* Arrange one direct observation of the Practice Educator in supervision with the student – to be completed by a Stage 2 Practice Educator
* Ensure one direct observation of student’s practice has been undertaken by the Practice Educator being mentored
* Offer telephone and email support to the Practice Educator as necessary
* Assist the Practice Educator with the student’s assessment report, offering guidance and confirming the content and recommendation, and signing the relevant paperwork
* Offer student supervision in the absence of the Practice Educator
* Share resources and research as appropriate
* Evaluate the agreement and the process with the Practice Educator at the end of the placement

**Practice Educator:**

* Provide the mentor with an organisational and team structure, the context of the placement and the learning opportunities that can be provided
* Be responsible for the day to day supervision, structured sessions and management of the student’s work
* Devise a structured induction package for the student, which will include an introduction to agency personnel and procedures (if this is not already available)
* Ensure that the student is aware of the agency procedures, requirements and codes of conduct
* Be responsible for practice teaching sessions
* Ensure that the student links work to the curriculum and that the student’s workload is appropriate to meet the learning outcomes
* Attend joint meetings with the Mentor, the student and the University as appropriate
* Undertake direct observations of the student’s work
* Complete the practice assessment report, with guidance from the Mentor

**MEETINGS**

The Mentor at Stage 1 will attend if required:

* an introductory meeting with the Practice Educator to agree roles, responsibilities and expectations
* the Learning Agreement meeting
* the mid-way review
* any other procedural meetings as necessary during the placement

The Mentor at Stage 2 will not attend any of the above meetings unless there is a specific need for this to happen, except for a concerns meeting where the mentor is required to attend.

**CONFIDENTIALITY**

There must be openness and honesty between all parties on any issues related to the student’s competency to practice.

**Signatures**

|  |  |
| --- | --- |
| Mentor:            | Date:            |
| Practice Educator:            | Date:            |