Sheffield Hallam University

Process for Managing a Student who is not Progressing, including Refer and Failure of Placement Attempt

PD = Photocopy of documentation

Student attainment during practice placements is supported by practice educators/supervisors to meet placement learning outcomes that have been agreed between SHU, the Professional and Statutory Regulatory Body/ies and Practice Placement Provider organisations.

Student and practice educator/supervisor meet for initial interview and agree an Action Plan to enable the student to achieve required and personal learning outcomes.

Student's progress towards attainment of learning outcomes agreed in Action Plan is continuously monitored by practice educator/supervisor

NO **PD**

Student not progressing / not demonstrating appropriate knowledge/skills/ behaviour

Practice educator/ supervisor i) meets with and informs student of specific concerns, and agrees Action Plan to address the identified concerns and review dates for attainment;
ii) documents concerns and Action Plan and review dates in student's course-specific documentation e.g. Assessment of Practice document;
iii) seeks support of Learning Environment Manager (LEM)/Placement Manager, where available;
iv) notifies SHU link tutor/ lecturer/Academic Advisor.

Student and practice educator/supervisor meet on agreed dates to review student's progress against Action Plan; record documented in student's course-specific documentation

STUDENT PROGRESSING

Student demonstrates progress towards agreed Action Plan

YES

Student's progress confirmed and documented e.g. at mid-point interview

Student continues to make progress. Practice educator/ supervisor/ assessor confirms that student has a 'Pass' at final assessment interview

STUDENT PROGRESSING

STUDENT NOT PROGRESSING **PD**

Student still not progressing / not demonstrating appropriate knowledge/skills/ behaviour

SHU link tutor/lecturer/ Academic Advisor notified and contacts placement to agree support strategy required by student and practice educator/supervisor to revise and implement Action Plan

STUDENT NOT PROGRESSING **PD**

Student fails to progress; SHU link tutor/lecturer/Academic Advisor notified and contacts placement to agree support strategy required by student and practice educator/supervisor/assessor to complete final assessment meeting and documentation.
'Refer' OR 'Fail' confirmed and reported according to SHU assessment regulations.

PD

Academic Advisor / Course Team meets with student to ensure appropriate advice/support provided and/or follow up action

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