# **Lancaster University logo**

# **Practice Learning Agreement**

The student should submit the completed PLA document to Moodle **no later than 10 days** after PLA meeting.

| **Student Details** |
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| **Student Name:** |
| **First or Final Placement:** |
| **Duration of the placement:** |
| **Mobile Number:** |
| **University Email:** |
| **Is this a re-take of a placement module? Y/N** |

| **Placement Details** |
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| **Placement Agency/Team Name:** |
| **Start date:** |
| **Expected end date:** |
| **Weekly placement hours (must be minimum 35 hours):** |
| **Agreed start time:** |
| **Agreed end time:** |

| **Practice Educator Details** |
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| **Name:** |
| **Registration Number:** |
| **On-Site or Off-Site:** |
| **Practice Educator Telephone:** |
| **Practice Educator Mobile:** |
| **PE training status (delete as appropriate): Working towards Stage 1/ Stage 1/ Stage 2** |
| **Name of Stage 2 PE who will sign off final report (where appropriate):** |
| **Practice Educator email address:** |

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| Please provide the name of the person who will step in as Practice Educator, in the event that the Practice Educator needs to step down or take long-term leave. |  |

| **On-site Supervisor Details (leave blank if there is no On-site Supervisor)** |
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| **Name:** |
| **Registration Number if applicable:** |
| **On-site Supervisor Telephone:** |
| **On-site Supervisor Mobile:** |
| **On-site Supervisor Email:** |
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| **Placement Tutor Details** |
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| **Tutor:** |
| **Tutor Mobile:** |
| **Tutor Email:** |

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| **University Skills Development Day Dates** *(these do not count as a placement day)* |
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| **Supervision** | |
| The student **must** receive eitherone hour of supervision per week or two hours per fortnight from their PE.  We also recommend that they should receive half an hour per week supervision from their OSS (where applicable).  In addition to supervision, we recommend at least two three-way meetings between student PE and OSS (one before and one after the Midpoint):  All dates of supervision sessions must be recorded on the Supervision Record, which will be submitted in the final portfolio.  Please agree, and record below, your arrangements for supervision. | |
| Practice Educator | Frequency: |
| Duration: |
| Venue: |
| On-site Supervisor (if not applicable, leave blank) | Frequency: |
| Duration: |
| Venue: |
| Additional Comments: (e.g., 3-way supervision, group supervision opportunities, etc) | |

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| **Observations of Practice & CAPs** |
| The student must be observed in practice working with a service user on **at least 3 occasions** during a first placement, and **at least 4 occasions** during a final placement.  The student must also complete 2 Critical Analysis of Practice templates during their placement **(first placement only).**  The student should have completed at least 1 CAP and at least 1 observation before the Mid-point Review. **1 CAP should be completed within the first 4 weeks of placement (firs placement only).** |
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| **Analysis of Feedback Task (final placement only)** |
| The student must collect two pieces of feedback from people with lived experience and provide a written analysis. The feedback may be positive or negative; the student will be assessed on their analysis and the way in which they are able to use feedback to improve their practice. The student is responsible for obtaining the feedback, but they may decide to ask colleagues to support them with the collection of data.  This piece of work will be discussed in supervision and uploaded as part of the Portfolio on the last day of placement. |
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| **Study Time and Reflection** |
| The equivalent of one half-day per week can be taken for study purposes, as long as it is agreed by the Practice Educator and On-site Supervisor (if applicable). The student must ensure that they communicate clearly with the Practice Educator and On-site Supervisor about any planned study time. Study time cannot be saved up – it must be taken throughout the placement. Reflection is an integral part of social work practise – we encourage students to keep a reflective log on a daily basis. **Please indicate below the plan for study time, i.e. one-half day per week, one day per fortnight, etc.** |
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| **Absence** |
| **Who to report absences to:** |
| **How absences should be reported:** |
| **Please note that** absences from placement should be reported to the agency and your Practice Educator as early as possible on the first day of absence. Any absences must also be reported to your Practice Tutor and Practice Learning Coordinator. Absences of more than 5 working days must be supported by a sick note. |

| **Additional Student Support** |
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| **Please record details of any discussion had with student regarding support available within the placement relating to disabilities, equality and diversity and other areas where support should be provided.** If the student has an ILSP and/or occupational health report, has this been shared? |
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| **Do you have any commitments outside of placement which may impact your ability to complete work on placement, e.g. caring responsibilities, employment, etc?** |
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| **Specific Learning and Development Goals**  Please identify any specific learning goals and any provision in place to meet these. This should include any goals or skills development identified by the student, in addition to any learning needs identified in university practice core modules (SWK.115), on their previous placement (if in their final year,) by the Tutor or the Practice Assessment Panel. For final placement students, please ensure you have shared the recommendations from your first placement final report with your current Practice Educator. |
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| **Feedback**  How will the feedback of people with lived experience of social work and other professionals be integrated into learning and assessment? It is a requirement that feedback from people with lived experience of social work is included in the final submission for the practice modules. We also encourage students to seek feedback from colleagues and other professionals. Please discuss and agree how this will be incorporated into the Student’s learning experience and utilised by the Student as part of their development and evidence. |
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| **Learning Opportunities**  **Please indicate the specific learning opportunities the student will be engaged in in this particular setting to enable them to develop their social work identity, knowledge, skills and values. Please relate these to the Professional Capabilities Framework (PCF).**  **Placements must prepare students for the statutory aspects of a social worker’s role by offering them opportunities to demonstrate engagement with:**   * Formal assessment processes * Application and understanding of legal frameworks relevant for social work practice, organisational policies and decisions and their impact on service delivery to service users * The demands of a high-pressured environment, where time and competing interests have to be managed effectively * Multi-agency working, including planning interventions with other agencies, and analysing and managing tensions * Presentation of outcomes of formal assessment processes, including analysis of risk/recommendations in line with organisational policy/procedure at panels/meetings/courts * Use of formal agency recording for assessment/risk   If you have any concerns about meeting this framework, please speak to your Placement Tutor. |
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| **Final Placements:**  Agreed learning opportunities should be aligned to identified learning needs. To ensure this, please confirm that the student has shared their final report from their previous placement |
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| **Placement Travel** | |
| **Car Insurance Requirements**  All students should check with their insurers that they are insured for work purposes. In addition, students who may carry service users in their cars MUST ensure that they have appropriate insurance cover before doing so. | |
| **Student: I confirm that my car is insured for use for all work purposes (please tick)** |  |
| **Practice Educator: I have seen proof of the student’s car insurance (please tick)** |  |
| **Travel Costs**  It is the student’s responsibility to cover the costs of travelling to and from placement. The agency will reimburse the student for in-placement travel costs. Travel costs should be kept to a minimum where possible. Please ensure that the student is aware of how to claim their costs back. | |
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| **Mid-point Review**  **The student must send the Mid-point documentation, 1 CAP and 1 Observation document to the Placement Tutor no later than 48 hours in advance of the Mid-point Review meeting)** |
| **Planned date of the Mid-point Review meeting:** |

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| **Target Dates**  **Students and Practice Educators are expected to work together to plan and manage the presentation of evidence as per the process detailed at the end of this document** |

**Induction and Health & Safety Checklist**

Induction should be completed **within one week of commencement**. Please insert the date of completion against each criterion. **Please consider at the PLA whether any additional risk assessments need to be completed in relation to this placement.**

| **Induction Checklist (mark date of completion)** | **Date of completion** |
| --- | --- |
| Agency aims and objectives |  |
| Organisational structure and accountability of student |  |
| Policy information re: service delivery |  |
| Practical information (who’s who, what’s where, etc.) |  |
| Provide emergency contact details to placement |  |
| Equal Opportunities Policy and details of any support groups |  |
| How the agency relates to other services |  |
| Glossary of terms (especially initials used) |  |
| Brief summary of relevant legislation |  |
| Health and safety induction as per agency procedures |  |
| Standards of staff conduct (including use of social media) |  |
| Confidentiality and recording – including use of AI on placement |  |
| Guidelines regarding use of personal phone numbers, social media or e-mails |  |
| Complaints procedure |  |
| Whistleblowing procedure |  |
| Emergency procedures including appropriate telephone numbers |  |
| Safety policy received or location known |  |
| Protective clothing arrangements (if appropriate) |  |
| Instruction on equipment you will be using (if appropriate) |  |
| Other issues |  |

| **Declarations** | **Date of declaration** |
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| **I, the student**   * Have familiarised myself with the agency’s procedures in relation to the Data Protection Act * Will adhere to the agency’s confidentiality policies * Am aware of the whistle blowing statement of the agency and the procedures in the Practice Learning Handbook |  |
| **I, the Practice Educator/On-site Supervisor**   * Confirm that the student will be treated as an employee for insurance purposes * Have inspected the student’s CRB/DBS certificate * Am aware of the whistle blowing policy of the agency and the procedures in the Practice Learning Handbook |  |

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|  | **Number of Days into Placement** | **Date** | **Deadlines for Student to submit their paperwork** |
| Placement Preparation | Before Placement |  | Pre-placement checklist submitted to University **no later than 48 hours** after meeting |
| Start of Placement | 1 |  | Email Placement Tutor **on the first day of placement** to confirm placement has started |
| PLA meeting | 10 |  | Submit PLA document to Moodle **no later than 5 days** after PLA meeting |
| Observation 1 (Observations 1&2 for final placement) | Before Mid Point |  | Send a completed Observation to your Placement Tutor no later than **48 hours in advance** of Mid Point Review meeting |
| CAP 1 (induction CAP- 1st placement only) | Before Mid Point |  | CAP 1 to Placement Tutor no later than **48 hours in advance** of Mid Point Review meeting |
| Feedback Task (final placement only) | Complete plan before Midpoint |  | Submit before the end of placement to form part of your portfolio |
| Mid Point Review | Half Way |  | Mid Point Review document to Placement Tutor, PE (& On-Site Supervisor if necessary) no later than **48 hours in advance** of Mid Point Review meeting |
| Observation 2 (1st placement)/ Observation 3 (final placement) | Within 4 weeks of Mid Point |  | Submit before the end of placement to form part of your portfolio |
| CAP (intervention CAP)- 1st Placement Only | Second half of placement |  | Submit before the end of placement to form part of your portfolio |
| Observation 3 (1st placement)/ Observation 4 (final placement) | Second half of placement |  | Submit before the end of placement to form part of your portfolio |
| Complete QAPL Survey | Last Day of Placement |  | Submit before the end of placement to form part of your portfolio |
| End of Placement | Last Day of Placement |  | Submit completed portfolio to Moodle **on the last day of placement** |