

Supervision Agreement

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| Date of Agreement |  |
| Student |  |
| Practice Educator |  |

1. The Student and Practice Educator will meet on a minimum of a fortnightly basis for formal supervision. Formal supervision will be provided for 1 hour for every 5 days worked.
2. Supervision will be a forum to:
	1. Review student learning needs and agree methods of assessment
	2. Offer support to the student and identify any specific support needs
	3. Review and negotiate learning opportunities
	4. Review evidence towards meeting assessment criteria
	5. Reflect, discuss and give feedback in relation to the student’s development and practice
	6. Review the student’s on-going progress with the placement
	7. Explore social work theories, models, legislation and policies which underpin good practice
3. Supervision will take place in a quiet, private room at an agreed venue convenient for both parties. If it is necessary to hold supervision via an online meeting, both participants should be in a quiet room where they cannot be overheard. Interruptions to supervision will only be accepted in situations which require an immediate response.
4. The Student and Practice Educator will be prompt for supervision and will avoid cancelling supervision. If either party has to cancel, a satisfactory explanation should be given and the session rearranged as soon as possible.
5. Will both prepare for supervision. The student will provide a copy of the reflective daily logs and any CAP in progress prior to the session
6. Will each bring agenda items to supervision and agree an agenda at the start of each session.
7. Will ensure that all work is carried out in an anti-discriminatory and anti-oppressive manner.
8. Supervision will be based on an open and honest interaction, and will recognise that mistakes can provide valuable learning opportunities. Supervision will be supportive, respectful and open to constructive feedback on both sides. Power issues will be openly acknowledged and addressed by both parties.
9. If agreement cannot be reached on a given matter, guidance will be sought from an appropriate third party i.e. line manager and/ or placement tutor
10. Confidentiality will be respected in accordance with agency policy. The University Placement Tutor will, however, be informed of any concerns about student progression, well-being or fitness to practise.
11. Work/tasks undertaken by will be discussed during supervision. This may include deadlines for work and evaluation of work undertaken to date.
12. Discussions in supervision will contribute to assessment and will provide evidence for the final report/portfolio. The Student and Practice Educator will formally record sessions. They will be checked and signed by both parties and copies retained. Supervision records may be requested by the University.
13. Ad-hoc supervision will be available from the Practice Educator and other team members as required.
14. In the absence of the Practice Educator, another Practice Educator will be available to offer the student support and supervision.
15. This agreement can be reviewed at any time at the request of either party.

**Signatures**

**Please sign to confirm you agree**

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|  | **Signature** | **Date** |
| Student |  |  |
| Practice Educator |  |  |