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

Independent Practice Educator: Agreement with the Agency

Placement Name: ........................................................................................................................................

Student Name: ................................................................................................................................. Course: .................................................................................................................................

Placement: Start Date: ................................................. End Date: ........................................................ No. Days: ........................................................

Independent Practice Educator: .................................................................................................................................

On-Site Practice Supervisor: .................................................................................................................................

Introduction

This document is divided into the following, main sections:

• **Section A**
  
  Details the main responsibilities of the Practice Educator and the On-site Practice Supervisor whilst the student is on placement and acts as the terms of agreement between organisations and the Independent Practice Educator.

• **Section B - General Placements**
  
  Sets out to predict the likely financial agreements for the services set between the agency and the Independent Practice Educator.

• **Section C - NHS Placements ONLY**
  
  Sets out the likely financial arrangements/agreements for NHS placements ONLY. The agreement must be shared with Sheffield Hallam University (SHU) as a means of predicting remunerative figures for the purposes of charging for services rendered by SHU in order to demonstrate NHS accountability.

• **Section D - Complete for all Placements**
  
  Agreement - to be completed by Placement Manager and Independent Practice Educator.
Section A

1. Roles and Responsibilities

a) The Independent Practice Educator will:

- be responsible for the overall management of the student supervision/assessment and it is expected that practice educator and students prepare for supervision sessions
- ensure that the student links work to the curriculum (practice learning documentation handbook)
- help the student to link theory and practice
- ask 'how' and 'why' questions, encouraging analysis and reflection
- provide and work through, exercises and information sheets linking theory and methods
- ensure anti-oppressive practice is addressed
- help student to understand what they are learning and what they still need to learn
- help the student to develop a social work value base/code of conduct
- confirm that the workload is appropriate and adequate to cover the curriculum detailed in the practice learning documentation handbook
- attend three-way meetings with the On-site Practice Supervisor and student
- attend meetings when the tutor visits the placement
- undertake the requirement number of direct observations of the student required for the particular placement
- ensure the On-site Practice Supervisor or any other identified person undertakes their direct observation of the student and provides written feedback
- check that all curriculum areas detailed in the practice learning documentation handbook have been addressed
- undertake the review of practice meeting in conjunction with the student, tutor and the On-site Practice Supervisor
- write the Practice Educator report
- support the On-site Practice Supervisor and Agency, when required, in order to provide a good quality placement
• ensure a structured induction takes place in the agency requirements

• gather feedback from the on-site practice supervisor (verbal and/or written) so that it can be referred to in the Practice Educator report

• complete the QAPL form

b) The On-site Practice Supervisor will:

• prepare work for the student before they arrive

• be responsible for the day to day supervision, structured sessions and management of the students work in consultation with the practice educator

• 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's procedures, requirements and codes of conduct

• identify an appropriate workload with the Independent Practice Educator and Manager

• undertake generic supervision with the student

• offer case supervision to the student

• undertake structured supervisions with the student (specific issues) as advised by the Independent Practice Educator

• collect colleague and user feedback

• undertake direct observation of student's practice and provide written feedback to student and practice educator

• confirm and validate all days of attendance

• contribute verbally and written on request at review of practice meetings and for final report

• attend concerns/termination meetings where required

• attend Tutor meetings where required

• attend three-way meetings with the Independent Practice Educator, where required
2. **Formal Supervision/Assessment with the student**

It is expected that the Independent Practice Educator see the student every week for the first month. Supervision should be 1½ hours per week on-site or occasionally at another venue. A major proportion of this time is to be provided by the Independent Practice Educator. The On-site Practice Supervisor will provide generic work related/case related supervision to the student and carry out practical support as agreed with the Independent Practice Educator. The sessions (either formal with the Independent Practice Educator or informal with the On-site Practice Supervisor) will be agreed in advance and the content and structure may be centred on specific subjects. The student will be expected to attend supervision:

- with their own agenda for discussion
- a summary of their cases/workload
- a summary of their progress with their units, and
- an update on previously agreed actions

Supervision meetings must be minuted and signed by the Independent Practice Educator/Student/On-site Practice Supervisor as agreed (sometimes shared).

3. **Direct Observations with the student**

The Independent Practice Educator will undertake the required number of direct observations that is expected of the Practice Educator for this particular placement. The On-site Practice Supervisor will carry out the others. All observations will be recorded and signed by the observer and student.

4. **Placement Report**

The report will be completed by the Independent Practice Educator. The On-site Practice Supervisor will contribute verbal and/or written feedback as agreed with the Independent Practice Educator. A copy of the Placement Report should be given to the student and the On-site Practice Supervisor.

5. **Three-Way Meetings**

A three-way meeting between the student, the Independent Practice Educator and the On-site Practice Supervisor will be held in the first two weeks of placement. At least two further meetings will be held during the placement with each lasting a minimum of one hour.

Each three-way meeting will review workload/case load/learning opportunities to ensure that the curriculum/units are being covered adequately, check understandings and identify any specific problems or outstanding learning opportunities that need attention.

Meetings will be minuted, signed by all and distributed to all.
6. Complaints Procedure

Copies of the complaints procedure will be made available to the student and the Independent Practice Educator by the On-site Practice Supervisor at the start of the placement.

7. Where a Student is Marginal/Failing

- The issue should be shared with all parties as soon as possible. Suitable forums would be:
  - the three-way meetings
  - the review meetings, or
  - a specifically constituted meeting
- the placement Tutor may be asked to attend an extra meeting
- A concerns meeting can be called at any time and by any of the associated parties during the placement.
- Where required, a concerns meeting should be held as soon as possible and the Independent Practice Educator, On-site Practice Supervisor, Tutor and student should be in attendance. On being alerted of concerns the meeting should be organised and chaired by the tutor. This process can be extremely helpful in providing a more objective view and in unblocking situations and/or barriers to learning
  - a strategy for tackling the concerns situation will be devised by all in an action plan
  - if in doubt, please contact the SHU tutor or the SHU Placement Development Manager for advice

8. Agency requirements of Independent Practice Educator

If there are other duties required of the Independent Practice Educator by the placement provider please state these below. If necessary, please attach a continuation sheet.
9. Confidentiality agreements

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

Signed: ........................................................................................................ Date: .................................................
(Independent Practice Educator)

Email address: ................................................................................................ Tel No: ........................................

Signed: ........................................................................................................ Date: .................................................
(On-site Practice Supervisor)

Email address: ................................................................................................ Tel No: ........................................

Signed: ........................................................................................................ Date: .................................................
(Student)

Email address: ................................................................................................ Tel No: ........................................

10. Independent Practice Educators in full-time employment

My employer knows that I am undertaking the role as an Independent Practice Educator and have given their permission for me to do this in my own time.

Signed: ........................................................................................................ Date: .................................................
(Independent Practice Educator)

11. Independent Practice Educators:

Enhanced DBS/CRB status and eligibility to work

In accordance with the agreement I signed with Sheffield Hallam University on completion of my Enhanced DBS/CRB check, I hereby state that I have not been involved in any activity that will affect my Enhanced DBS/CRB status and consequently my eligibility to work as an Independent Practice Educator.

Signed: ........................................................................................................ Date: .................................................
(Independent Practice Educator)
Section B  (General Placements)

The Independent Practice Educator and the Manager of the placement Agency must complete this section and the Agreement on the last page which is Private and Confidential between them and the Independent Practice Educator. The full amount of the placement fee will be paid to the placement provider by SHU, and the placement will pay the Independent Practice Educator.

Financial Predictions and Agreements between the Independent Practice Educator and the Placement Organisation

The Placement Provider agrees to pay the Independent Practice Educator the agreed amount per student, per placement day which includes expenses that will be paid to Independent Practice Educator and indicate the amount below.

<table>
<thead>
<tr>
<th>Independent Practice Educator fee per day</th>
<th>£</th>
<th>Total (£):</th>
</tr>
</thead>
</table>

Failure to do this may result in the incorrect amount being predicted for each party which may result in delayed or under payments at the end.

If any changes occur during a placement e.g. the amount of support is increased and the daily placement fee to the Independent Practice Educator is increased, the agency is responsible for informing SHU giving the reason why and by how much.

If the placement breaks down and is terminated, it is the responsibility of the agency to immediately notify the Placement Team at SHU indicating the exact date when the placement was terminated. Placement funding will only cover the number of days that the student is on placement; therefore the total indicated above will be taken as chargeable unless otherwise informed.
Section C  (NHS Placements ONLY)

The Independent Practice Educator and the Manager of the placement Agency must complete this section and the Agreement on the last page which is Private and Confidential between them and SHU regarding financial arrangements.

Financial Predictions and Agreements between the Independent Practice Educator and the NHS

The NHS Placement Provider and Independent Practice Educator must predict the agreed amount per student, per placement day which includes expenses that will be paid to Independent Practice Educator and indicate the amount below.

| Independent Practice Educator fee per day | £ | Total (£): |

Failure to do this may result in the incorrect amount being predicted for each party which may result in delayed or under payments at the end.

If any changes occur during a placement e.g. the amount of support is increased and the daily placement fee to the Independent Practice Educator is increased, the agency is responsible for informing SHU giving the reason why and by how much. A new confirmation form has to be sent as the purchase order will need to be revised to reflect this. It is in the interest of the Independent Practice Educator to ensure this has been undertaken.

If the placement breaks down and is terminated, it is the responsibility of the agency to immediately notify the Placement Team at SHU indicating the exact date when the placement was terminated. Placement funding will only cover the number of days that the student is on placement; therefore the amount above will be calculated by the fee amount being multiplied by the number of days on placement.

**NB: FOR NHS PLACEMENTS ONLY**

YOU MUST SUBMIT YOUR COMPLETED AGREEMENT FROM PAGES 1-6 PLUS PAGES 8 & 9 TO SHEFFIELD HALLAM UNIVERSITY IN ORDER FOR ADMINISTRATIVE STAFF TO PROCESS YOUR CLAIM. THIS SHOUL BE UNDERTAKEN IMMEDIATELY THAT THE AGREEMENT WITH THE INDEPENDENT PRACTICE EDUCATOR HAS BEEN SIGNED.
Section D

Please complete the Agreement below and return it by e-mail to:

Carol Foster (for BASW)  c.a.foster@shu.ac.uk, or

Akram Al-Sarooi (for MSW and ANSW)  A.Al-Sarooi@shu.ac.uk

If Section C and this Agreement are completed as hardcopy, they should be scanned and e-mailed as an attachment.

If Section C and this Agreement are completed electronically, signatures can be:

- typed in
- applied as electronic signatures which are unique to each individual, or
- a combination of the above

If either or both signatures are typed in, the e-mail returning the completed Section C and this Agreement will serve as verification of the sender's identity.

Agreement between the Agency: ................................................................. and the

Independent Practice Educator: ..............................................................

Signed: ........................................................................................................ Date: ........................................

(Independent Practice Educator)

Email address: ......................................................................................... Tel No: ........................................

Signed: ........................................................................................................ Date: ........................................

(Agency Manager)

Email address: ......................................................................................... Tel No: ........................................

The Independent Practice Educator and/or placement must claim their fee immediately 
within a month after the placement ends as the NHS will recover any financial discrepancies 
which have not been claimed.

Placement providers need to be clear that they will pay the placement monies agreed per day 
rather than a total amount. This may change.