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

Policy on the assessment of practice placement reports

This document outlines the process through which students’ practice placement reports are assessed, prior and post their quality assurance.

1. Practice Report

1.1. Practice Reports will be submitted to Sheffield Hallam University (SHU) by all students following completion of their practice learning. The Practice Report will comprise evidence produced by both the student and the Practice Educator and shall include the Practice Educator's recommendation in respect of the student having passed or failed the practice learning.

1.2. It is the student’s responsibility to ensure the Practice Report is collated correctly and an electronic copy is given to the Practice Educator and the Practice Supervisor. Two hardcopies of the Practice Report must be submitted to SHU on the appropriate date.

1.3. The Practice Learning Module Leader shall arrange for all Practice Reports to be read and marked by the identified SHU module assessor. Marks and comments identifying key issues will be reported to the Practice Learning Module Leader who will make available a full set of marks and summary of key issues to the moderating panel.

1.4. The Practice Learning Module Leader will also organise an internal moderation panel with the SHU internal moderator and nominated representatives from practice learning provider agencies. The Practice Learning Module Leader, in conjunction with the Social Work administrator, will arrange for a sample of reports and markers' comments to be made available to the moderation panel.

1.5. Written feedback on the Practice Report shall be produced on a standard pro forma by the SHU assessor who will read and mark the report. The student will receive a copy of this feedback, together with any agreed moderator's comments which relate to their report.

1.6. Written feedback on the quality of the Practice Educator's Practice Report and the quality of the learning experience shall be collated by the Practice Learning Module Leader and sent to the Practice Learning Quality Assurance Panel.
2. **Moderation Panel**

2.1. The moderation panel will be chaired by the Practice Learning Module Leader. The moderation meeting will consider all fails and terminations and a range of reports sampled across tutor groups and agencies. Where a grade is given the sample will include a representation from each level (40, 50, 60 etc.). The moderation meeting will produce a moderation report which will be collated by the SHU moderator for inclusion in the module file presented at the Subject Assessment Board (SAB).

2.2. The Practice Learning Module Leader will provide a sample of all Practice Reports to the Social Work administrator to be sent to the course External Examiner along with the module report which includes moderation reports.

2.3. The Practice Learning Module Leader presents the module report at the SAB alongside the complete mark sheet. External comments are also received at the SAB.

2.4. Following the SAB and ratifying Route Assessment Board, the Practice Learning Module Leader completes the module action plan as part of the module file. The module file is then used as the basis for a summary report which is presented at the Practice Quality Assurance Panel.

2.5. For any student who has been recommended a fail, the Assessment Board may decide another placement is appropriate.

2.6. The student will complete another Placement Application Form and this will be taken to the Practice Learning Operation Group to discuss the student’s learning needs.

3. **Evaluation Forms**

3.1. All students, Practice Educators and Practice Supervisors will complete an evaluation form after each Practice Learning Opportunity.

3.2. All evaluation forms will be submitted according to instructions on the Practice Learning Blackboard site.

3.3. Key issues from the evaluations will be reported to the Practice Quality Assurance Panel and the External Examiner.

3.4. Any concerns will be followed up by SHU and the appropriate agency according to agreed protocols.

4. **Terminations or Fails**

4.1. All Practice Learning that has been terminated or failed will be discussed at the Moderation Panel. Any quality issues arising will be taken forward to the Practice Quality Assurance Panel by the Practice Learning Module Leader.
4.2. The Practice Learning Module Leader will organise a sample of Practice Reports to be sent to the course External Examiner to include terminations and fails.

4.3. Any concerns will be followed up by SHU and the appropriate agency.

5. **Practice Quality Assurance Panel: Recommendations and Outcomes**

5.1. The Chair of the Practice Quality Assurance Panel will produce a report on the quality of the Practice Reports and the quality of the Practice Learning.

5.2. The report will be:

   5.2.1. included in SHU's Quality Assurance System

   5.2.2. sent to SHU's External Examiner

5.3. Any quality issues will be fed back by the Chair of the Panel to the SHU Practice Learning and Placement Development Manager, the Practice Learning Provider, the SHU Senior Lecturer Practice Learning and the Practice Educator.

5.4. SHU will provide a briefing to the panel members on the panel process and any other issues identified by the panel which relates to SHU's Academic and Quality Assurance procedures.