Quality Assurance Processes for Practice Education

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

Module Leader
- Analyses evaluation forms
- Receives moderation report
- Produces module report

Practice Learning Experience
- PE makes pass/fail decision
- Student submits portfolio to SHU
- Student, PE and tutor complete evaluation forms

SHU Tutor
- Assesses portfolio. Does the evidence support the decision?
  - Yes - complete feedback form
  - No - seek further evidence
- Once feedback has been agreed then it is sent out to student and PE

Moderation Panel
- Sees all fails and terminations
- Sees sample across tutors. Comments on student's and PE's parts of p/f and on tutor feedback
- Any actions required are passed back to tutor
- Moderation Report prepared

Social Work Quality Assurance Practice Panel
- Receives evidence from evaluation, any issues raised by external examiners and by Chairs of SAB and RAB

External Examiners
- Receives module report, moderation report results list and samples before SAB
- Writes report

Moderation Report prepared

SAB
- Receives module report, external examiners comments
- Discusses some individual results as necessary
- Results ratified at RAB

SAB = Subject Assessment Board (chair, external examiner, module leaders course leader)  RAB = Route Assessment Board (Course Leader, chair admin)