

## Placement Failure Protocol

The basis of a student's performance whilst on placement, and the ultimate measure of whether they have passed or failed, is the learning contract which they have negotiated with their Practice Educator(s) (PE) and agreed with the UWE tutor, as outlined in other sections of this Portfolio.

1. Where a PE has identified weaknesses in a student's performance which suggest they may fail to achieve any of the criteria for evaluation on the learning contract, the PE should contact the UWE placement tutor to request that they carry out further consultation. *This contact needs to be made as soon as the first concerns arise.* Equally a student who is concerned that their performance may not be meeting the required standard, putting them at risk of failing, can request input from the UWE placement tutor.

- a) The UWE placement tutor will carry out an additional telephone / video consultation and have one to one conversation with the student and the PE.
- b) The aim is to agree an action plan (with set dates) for the student to support them working towards achieving the learning needs on their learning contract.
- c) Any agreed actions will be circulated in writing between all parties
- d) The UWE placement tutor will arrange an agreed number of further tutorial(s) with the student and the PE, either by phone/*Skype*, to continue to support the student in working towards achieving their learning needs for that placement.
- e) The PE needs to keep the student fully aware of how they are performing against the action plan, and original learning contract, during formal supervision and informal feedback. This should include signing off any passed learning needs on the learning contract.
- f) If deemed appropriate the student / midway tutor can also suggest a face to face supportive meeting with the degree apprenticeship mentor / assessor

2. During this time, the PE may identify that the student's performance is not improving to an acceptable level in the remaining timeframe, as measured by the agreed action plan, and the original learning contract.
  - a) The PE must contact the UWE placement tutor ***before*** the final week of the placement if their overall decision is that the student will fail the placement.
  - b) The PE should keep notes of their concerns, with examples, as supporting evidence for their final decision
  - c) The reasons for the expected failure of the student can then be fully discussed (alternative contacts at UWE should be provided if the first UWE placement tutor is not available).
  - d) A 3-way tutorial (either by phone/*Skype*,) can then be arranged to formally discuss the failure with the student if necessary, especially where the PE has concerns regarding the student's full grasp of the situation.
  
3. Whilst the PE should keep the student fully aware of how they are performing, the PE ***should not*** formally, unilaterally advise the student that they have failed until the discussion and process described above has been implemented and the reasons for the failure clearly outlined to a UWE staff member.
  
4. Where the student has failed criteria for evaluation on the learning contract, and thus failed the placement, this should be communicated to them sensitively by the Practice Educator on an agreed day towards the end of the placement following consultation with the UWE placement tutor.
  - a) The student must be offered support and time for reflection by the Practice Educator following this supervision and advised to contact their UWE placement tutor and/ or DA mentor / assessor as soon as possible if they are not present during this notification.
  - b) The student should be advised of UWE's protocols regarding the possibility of them having the opportunity to re-take that placement during this meeting with their UWE placement tutor, and also what they still need to do in respect of any other assignment attached to that placement module.

5. Once the placement has finished the student will meet with the Programme Leader and either their personal tutor and/or UWE placement tutor.
  - a) This meeting will clearly outline the placement issues and what remedial action the student would need to undertake if a resit opportunity is to be supported by the programme team.
  - b) Notes will be taken during this meeting and a summary of the action points provided to the student, with a copy held on the student file until the start of the resit. NB: If a student fails the first opportunity on a module attempt, they will be granted a resit opportunity within that module run if there are no concerns as noted below.
  
6. If a student's performance on placement gave cause for concern regarding the safety of service users, carers or other people in the practice setting, the team may not support another attempt at placement for that student.
  
7. If a student was unprofessional in some aspect of their practice the Programme Leader may investigate this under the Professional Suitability Procedure.  
<http://www2.uwe.ac.uk/services/Marketing/about-us/pdf/professional-suitability-and-conduct-procedure.pdf>
  - a) Following this investigation, the student will be invited to a level 1 or 2 meeting under the procedure, or a level 3 panel will be convened (depending on the seriousness of the concern).
  - b) The outcome of the Professional Suitability Procedure will determine if/how the student can progress and their future on the programme. UWE will make any
  - c) decision whilst remaining mindful of its duty of care and of its obligations to students under the Equality Act 2010, including in appropriate cases to make reasonable adjustments.
  - d) If the outcome of the Professional Suitability Procedure (PSP) is that the student has demonstrated themselves to be professionally unsuitable, they will have no access to a re-sit placement and they will need to consider alternatives to their current programme of study – dependent on the actual decision of the PSP Panel.
  - e) The student will be fully supported to understand what this means and consider their alternatives.