

## Tutorial Support

Just prior to going out on placement, each student is allocated a UWE Placement Support Tutor to review their learning contract and conduct a midway tutorial. The midway tutorial is an opportunity for the student to discuss their strengths and weaknesses related to the learning needs in their learning contract with the practice educator (PE) and a UWE staff member.

Midway tutorials are normally carried out by telephone, or other form of electronic communication (e.g. video conferencing by Skype, if available). Exceptions to this, where the UWE tutor can carry out a visit to the student and PE at the placement location are outlined below.

The normal process of interaction between UWE, the student on placement and the PE will be as follows:

- Pre-placement preparation week at UWE – students are advised of the UWE tutor who will be carrying out the midway tutorial
- By end of week 2 of placement the students will have liaised with their PE and made contact with their allocated UWE tutor to arrange a date for the midway tutorial (Please note that the onus is on the student to make these arrangements)
- Tuesday of week 3 of placement – student to e-mail learning contract to UWE tutor.
- UWE tutor to review learning contract and feedback to student prior to midway tutorial. It is reviewed for consistency with placement competencies, achievability and fairness. Any comments or suggestions to modify it will be communicated to both the student and the practice educator. The midway tutor will aim to respond within 5 working days.
- Week 4, 5 or 6 of placement – midway tutorial to take place over telephone, or otherwise, as outlined above. UWE tutors and students have been provided with updated agendas for the discussion in the midway tutorial that they should follow.

The 'Criteria for Evaluation' in the learning contract provide the student and the practice educator (PE) with the benchmarks for success or failure of the student to achieve the placement competencies. Therefore, it is vital that there is agreement between the student, the PE and the member of UWE staff in the midway tutorial that the learning contract is consistent with the placement competencies for the module, that it is fair and achievable.

The UWE tutor must have the opportunity to speak with both the student and the PE separately. Ideally, the student and the PE should be able to speak to the UWE tutor separately, in confidence. Arrangements for this to happen should be made prior to the phone call or other electronic communication. If this is difficult to arrange the student and/or PE should advise the tutor of the circumstances in which the midway tutorial will take place. The tutor may be able to make recommendations as to how satisfactory confidentiality can be achieved for the midway tutorial.

Follow-up telephone calls can be arranged if there are matters outstanding.

#### Exceptions to midway tutorial by telephone or other electronic media.

Whilst midway tutorials by telephone are considered the 'norm' for students, there are exceptions, which can justify a visit to the placement location in person by the UWE tutor. Examples of these might be as follows:

- Where a student is deemed by the PE to be having difficulty in settling in to the placement, or is not addressing some or all of the goals on their learning contract. In this instance, the PE can contact the tutor directly to request a visit.
- Where a student feels that they are having difficulty with aspects of the placement, or in meeting the goals of their learning contract and require support from a UWE tutor. However, the student must always discuss this with their PE first and agree that a visit by a UWE tutor is necessary
- Where the PE may be taking a UWE student on placement for the first time and would like the additional support of a visit in person
- Where a UWE tutor may have cause for concern, perhaps due to academic performance or previous placement performance.

- Where a student is deemed to be ‘failing’ by the PE. In this instance, the placement must follow the ‘Failure Protocol’ set out in the student’s Practice Placement Portfolio and the information for practice educators available on the practice support net: (Follow ‘Guidance by Programme’) <http://www1.uwe.ac.uk/students/practicesupportnet.aspx>
- If a student fails any placement, one additional opportunity will be offered as long as the placement was not failed due to any evidenced risk of harm to clients. If the student fails a first placement opportunity due to concerns regarding professional suitability, they will be referred through the Professional Suitability Procedure for investigation of those concerns. If a student fails the first attempt of two consecutive placement modules they will not be offered another opportunity and will be required to withdraw unless there are mitigating personal circumstances accepted by UWE (RCOT, 2019)