

Module Handbook 2022/23

Module Name: Reflective Practice in Social Work

Module Code: UZVSMF –30-2

Module Leader Name: Margaret Brookes



Introduction

Welcome to Reflective Practice in Social Work. This module will provide you with a 70 day practice placement where you will be supported by a practice learning team to develop your skills and knowledge. You will also return to university on work-based learning days where there will be the opportunity to reflect on your practice and critically discuss models of intervention and theory that is informing the practice in your placement. Over the course of the placement you will build a portfolio of evidence to demonstrate how you have meet the Professional Capability Standards.

Please note that this electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

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1. Module team information

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Each student will have a Practice Learning Team who will support them through their placement and assess their practice. This team will include the Practice Tutor, Practice Supervisor and/ or Practice Educator (onsite or off site). Depending on the placement, the Practice Educator may also take the role of Practice Supervisor.

Practice Tutor (PT)

All students have a practice tutor who has a role to support the student on placement and to be part of the practice learning team. The practice tutor will attend the placement learning agreement and interim review meetings. They will also provide feedback at interim and final stages as well as providing feedback on the portfolio and contents as the placement progresses. The practice tutor has a key role in communicating with the module leader, Quality Practice Panel and Professional Practice (Placement) Office where necessary, this may be around assessment, specific difficulties, change of dates or early ending of placement.

Placements Co-ordinator - Social Work

Sarah Davies – Sarah.Davies9@uwe.ac.uk

The Placement Co-Ordinator is responsible for co-ordinating the matching of students with practice learning opportunities and systems relating to the management of these. Students will be informed about their placement offer through the UWE e-mail and ARC systems.

Students who think that a placement offer is problematic in some way should contact the module leader.

Practice Educator

The practice educator has an overall responsibility for the student learning experience and for enabling the student to develop capabilities through providing appropriate practice experience. The practice educator will act as a role model to the students in developing their social work practice. The practice educator has responsibility for assessment of the students learning.

Off-site Practice Educators

Off-site practice educators are responsible for the same role as on-site educators. Off-site practice educators work with the Practice Supervisor who will supervise day to day work or be directly accountable for the student's work. Therefore, they must establish a systematic method to assess evidence provided by the student and meet regularly with the agency based supervisor.

Practice Supervisor

Not all placements have someone who is qualified to act as a practice educator. In this case, the daily management of the practice learning will be through an agency-based supervisor (who may not be a qualified social worker). In this situation, the student will have an off-site practice educator who will meet regularly with the student to verify evidence and facilitate the student's learning. The supervisor will verify evidence and support the student's learning.

Academic Personal Tutor (APT)

Each student will have a personal academic tutor who can advise and offer support around academic development. Academic tutors will help if you need advice on personal circumstances, access plans, student support.

Quality Practice Panel (QPP)

The Quality Practice Panel (QPP) involves Practice Tutors, Programme Leaders, Module Leader, a representatives from practice, a representative from Local Authority and a Service User (Hub member). The panel will review the quality and consistency of portfolios and provide generalised feedback to students / practice learning teams. Panels also make recommendations to the award board when students have failed the module.

External examiners from other institutions are appointed to each module to act independently and work with the module team in the management of threshold academic standards. Information is available about the [external examiner appointed to this module](#)

2. Module enhancement

Social Work has been aligned to the other professional courses in terms of recording of placement hours. To this end we have introduced on-line timesheets, which must be completed daily by the student and signed off each week by the Practice Supervisor/Educator.

3. Module specific information

The formal document providing the academic framework for this module can be found at: [Module Specification](#)

Preparation

In preparation for your placement, access your portfolio via pebble pad and consider your future learning objectives. A pre-placement meeting should be held with the placement, this is an opportunity to learn more about the placement and discuss any specific needs you may have. Reading will be required in advance of each recall day and this will be posted on the blackboard page in advance. There is also a half day induction to the module where you will prepare to go on placement and be supported to understand how to use the portfolio.

Participation

This module is centred on your completion of a sustained period of learning in a practice setting. Most students will attend the placement four days in each week and return to university for work-based learning days on four occasions. These are the dates for the work-based learning days:

- 21st October
- 25th November
- 16th December
- 20th January 2023

The work-based learning days count as placement days and will give you opportunities to focus on specific critical reflective practice skills, to share experiences and consolidate your learning. There is an expectation of attendance and any missed sessions will need to be discussed with your Practice Learning Team and made up through extra placement days.

Academic tutors will be your first point of reference for issues concerning your participation in the wider programme.

UWE has an [Equality and Diversity Policy](#) that promotes inclusive learning that applies to all. Practice agencies are also informed by equality policy and legislation that will be made available in placement induction. In addition to inclusive approaches, specific arrangements to support equality of opportunity can be made at an individual level. If you have an

impairment, or identify yourself as disabled, or are carer, or are pregnant see the [Disability Services](#) for a range of support and arrangements for reasonable adjustments.

An access plan sets out reasonable adjustments and arrangements needed to ensure you have equal access to your practice learning opportunity. If a plan has not already been agreed with you, or if you think it should be changed, you should discuss this with your academic tutor or a student adviser well in advance of the placement or as soon as any changes arise.

The social work programme is aware that students may experience discrimination or oppression during their time at university or in their placement. This could be due to their ethnicity, religion, gender, sexuality, ability or any other personal circumstances. We are committed to ensuring that students feel respected and treated fairly and we have taken steps to tackle discrimination in all forms. The programme is exploring ways to ensure that all students have positive learning opportunities, within the framework of the university's equality strategy. In some practice agencies there are groups where staff can take their concerns about these matters and students may seek to take part in these.

In the meantime, if students become concerned that they are not being treated fairly in their practice settings, they should discuss this with their practice tutor, or the module leader. Others such as their academic tutor, programme leader, or Wellbeing Team, can assist you in raising any issues with the module leader who will explore the concern. The approach taken is to attempt earliest resolution through discussion and review of the Practice Learning Agreement, and where further action is needed the Equality and Diversity Policy or Complaints Policy can be considered.

The module is supported by Blackboard. A selection of materials will be available on the module site as well as links to other relevant learning material. You are expected to search independently for up to date information relevant to your placement setting using web sites, books and journal articles through the library. There is a facility for group discussion on Blackboard as well as a place to post useful links and articles to help each other.

Specific consideration to health and safety should be given in the information provided about the placement and again in drawing up the initial practice learning agreement and during the induction.

You should be advised about:

- the agency's general health and safety policy
- how this applies in the particular setting in which you are placed; and of
- your own and others' responsibilities.

In particular, you should know what assessment of risk in the practice learning setting has been carried out, and what you should do if you have reason to believe that an aspect of the work carries particular risk. Please ensure that you are familiar with both the [University guidance on Covid](#) and the guidance provided by the placement.

Please note that the university does not offer students manual handling training and so you should not be asked to undertake any manual handling tasks (which involve the lifting of any heavy or awkward loads, and including physically assisting people to move) unless the agency provides the appropriate training and insurance.

The practice learning team is asked to advise the module leader of any injury or accident to the student that occurs during the period of practice learning – including any that the agency would formally record and certainly any that is required to be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

For students required to complete 70 days of practice learning, placements will commence from 3rd October 2022 with an earliest end date of 9th February 2023. Some placement start and finish dates may vary, it is important therefore that students adapt the module schedule to reflect their placement timetable and share this with the practice learning team.

Students for whom part-time placements are arranged will have placement dates agreed individually with the placement, the practice tutor, and the module leader.

Please check with your timetable for the details of required attendance at University and ensure that the practice educator and supervisor know which days you are in placement at the start of your placement. Placement days are usually Monday to Thursday each week. Normally you are expected to work hours that are typical in your placement agency and in any case not less than 7 and not more than 7.5 hours per day. Compensation arrangements for days longer than this should be noted on the on-line time sheets. Any expectation of work at evenings or weekends should be agreed before the start of the placement and identified in the practice learning agreement.

Students are entitled to take leave from placement from the 19th December 2022, returning to placement on 9th January 2023. None of these leave days count as practice learning days. Students who have missed placement days are able to use some of these leave days to attend placement, however this needs to be agreed with their Practice Learning Team in advance. The leave period is planned to provide students with time to rest, therefore attending placement over the leave period is not encouraged. Students cannot be on placement on a UWE closure day.

All students are required to undertake at least 200 days of practice learning during their degree in order to qualify. It is in relation to a working day of between 7 and 7.5 hours that this requirement is calculated. The programme is required to provide evidence to regulatory bodies that students complete the required number of days and so students must complete the on-line timesheets and you and your practice educators should sign off your Pebblepad portfolio to confirm that the required hours have been completed.

Your workload should be planned to take account of the fact that you are a student, and ensure that you will have time to prepare for and reflect on practice. You should therefore have reasonable time to research issues relevant to the practice you undertake and to prepare evidence for the portfolio. It may be appropriate in some circumstances for students to complete this work away from the placement, for example, where there is no quiet space available. However, this work should be clearly specified and agreed with the practice educator in advance and should generally not be more than half a day in a week. There is no entitlement to academic study leave within the practice learning days.

Practice

Your Practice Learning Team will be there to support you throughout your placement. Your Practice Educator will help you reflect on your practice and develop your knowledge and skills, they will also help you evidence this for your portfolio. Your Practice Supervisor will provide your day to day management in the agency, and should be your first point of reference for any query concerning the operation of the agency and your role as a student within it. Your Practice Tutor can support you in the Placement Learning Agreement to ensure that your learning objectives are clearly set out and linked to an appropriate range of learning opportunities, your Practice Tutor can provide general advice about the module and will signpost queries to the Module Leader as needed. Assessment of your practice learning is conducted jointly by all members of the team.

Your Practice Learning Team will meet within first 10 days of placement to agree a Practice Learning Agreement. They will meet again half way through the placement for an interim review meeting. The final placement meeting takes place without your Practice Tutor unless there have been complications and difficulties in placement, in which case a Formative B meeting might take place.

4. Assessment(s)

You must develop a portfolio of learning to demonstrate your work on placement. The portfolio is created online using 'PebblePad'. The purpose of the portfolio is to help you develop and demonstrate safe and effective practice, and to reflect on your learning, through a collection of evidence. To complete the practice component of this module successfully, you must show both in your practice and in the portfolio, that you are competent across the domains of the Professional Capability Framework. When you are in the placement you will have many opportunities to provide evidence of your learning.

The practice learning agreement meeting will address and learning or equality adjustments, this can be reviewed if circumstances change. The assessment of your practice skills is a continuous process and you will work together with your practice learning team throughout the placement. There will be an interim assessment point halfway through the placement,

detailed guidelines for this are on PebblePad. Your practice tutor will attend the placement learning agreement meeting and the interim review, they will provide feedback on your progress and contribute their comments within your portfolio. The final review will discuss the recommendations of the Practice Learning Team around whether you have met the Professional Capability Framework Standards and are recommended to pass. If there are concerns that you are not on track to pass a Formative B meeting may be held and an action plan put in place to support your progress.

Submission date: Monday 23rd May 2023

However, your portfolio should be submitted as close to placement end as is possible and not left to this final submission date. We strongly recommend completing your portfolio within two weeks of finishing placement.

Please note that the submission deadlines are absolute and based on UWE server time. The submission format will be a Practice Portfolio via Pebblepad

Please access the Assessment Brief(s) which is a/are separate document(s) on Blackboard where you will find all essential details regarding submission requirements and relevant information.

5. Feedback

You will receive feedback in a variety of forms throughout the module, therefore it is important to attend timetabled sessions to ensure you do not miss out on these opportunities.

You will also receive feedback on assessed work; this may be individually or as a group/cohort, which will enable you to understand how you have met the assessment criteria and identify areas for your further improvement.

MyUWE is used to communicate unconfirmed marks, provide cover sheets for assessments and to submit work. [Further information on all aspects of your myUWE portal](#) is available on the website.

6. Reading and resources list(s)

Your module reading list can be accessed online, either directly through this link [UZVSMF-30-2 reading list](#) or through the module's Blackboard page. The [short video](#) available on the library's website will introduce you to some of the key features of the online reading list system.

7. Communication

Throughout your time with us, you will receive regular communications; the main communication channels used are Blackboard sites and your UWE email address. It is your responsibility to read everything that you are sent and act upon it where appropriate.

8. Advice and support

There are a range of facilities and services available to go to for advice and support depending on what the issue is. Remember - asking for help at the earliest possible stage will help you in the long run.

Please contact [Information Point](#) who may signpost you to other professional services such as;

[Student Support Advisers](#)

[Disability Service](#)

[Health and Wellbeing Services](#)

[Money and Finance](#)

[Immigration Advice Service](#)