

Module Handbook 2020/21

Module Name: Reflective Practice in Social Work

Module Code: UZVSMF

Module Leader Name: Kate Bramford

Aims of the Handbook

The handbook is a guide for students in the Department of Health and Social Science. The information in the handbook can also be found in a number of other electronic or paper sources and the document provides links to the definitive data sources wherever possible.

Please note that the 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

Module Leader: Kate Bramford

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Module Team

The module leader is responsible for the overall running of the module. Students, supervisors, and practice educators who have queries arising from individual placements should refer in the first instance to the relevant practice tutor (see below). The module leader can assist if the practice tutor is not available.

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 to the student and practice educator as well as providing feedback on the formative assessments. The practice tutor has a key role in communicating with the module leader, Quality Practice Panel and Professional Practice (Placement) Office where necessary regarding assessment, difficulties and change of dates or early ending of placement.

Placements Co-ordinator - Social Work:

Sarah Davies 0117 32 88943 Sarah9.Davies@uwe.ac.uk

Sarah is responsible for co-ordinating the matching of students with practice learning opportunities and systems relating to the management of these. Sarah Davies will inform students 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 not their Personal Academic Tutor.

Practice supervisors and practice educators will find electronic copies of supporting documentation for the placements on our practice support net at <http://www.uwe.ac.uk/psnet> and then follow the links to Guidance by programme -Social Work and Reflective Practice in Social Work.

Practice Educators and Supervisors

Each student will have a practice educator and may also have a supervisor in the placement setting. These roles are described below but can also be carried out by one person.

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 but the task or process is slightly different from the usual model of practice teaching in that the off-site practice educator works with an agency based 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.

Agency Based Supervisor

Not all practice-learning opportunities 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 also be a member of the practice learning team.

Academic Personal Tutor (APT)

Each student will have a personal academic tutor who can advise and offer support in his or her 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) purpose has been reviewed and aligned to UWE regulations.

QPP Aim:

The aim is to have a support module team meeting with all Practice Tutors at the interim stage, in place of the previous interim panel, and for the Quality Practice Panel to take place at the end of the placement round. The focus of the latter will be on recommendations to the Award Board for failed portfolios. The Quality Practice Panel does not have an assessment function.

External Examiner

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. The external examiner appointed to this module can be found at http://www2.uwe.ac.uk/services/Marketing/aboutus/cas/Extnl_Exam_Allocation_to_Mods.pdf

2. Module enhancement

This year we have aligned Social Work 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 (including weekends and holidays) and signed off each week by the Practice Supervisor/Educator.

In addition, the two written tasks, that were a part of the portfolio submission, have been removed to allow for more focus on the direct observation of practice written content.

3. Module specific information

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

This module is centred on your completion of a sustained period of learning in a practice setting. This placement will provide **70 days** of practice learning.

The practice learning team

Each student will work with a practice educator linked to the placement who will help you think about and develop your practice, and evidence this for your portfolio. Your practice tutor should be the first point of reference for any query about your participation in the module (rather than your role within the agency). If they are unavailable then please direct queries to the module leader.

If the educator is not themselves based in your placement agency (is 'off-site') you will also be linked with an on-site practice supervisor. The supervisor is your line manager 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.

You, your practice educator, and your practice tutor comprise a practice learning team. 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 at the $\frac{3}{4}$ stage of the placement.

Module teaching before and during placement with other modules running alongside

As well as a practice placement, the module provides 2 sessions before the start of your placement to help you prepare for it and think about the links between research and practice. Once your placements begin, there will be two further university work-based

learning days, which will give you an opportunity to share experiences and consolidate learning. There will be opportunities for you to share experience and develop understanding of specific areas of your practice. The work based learning days in UWE are on the following:

Thursday 24th September, Thursday 1st October, Friday 6th November 2020 and Friday 22nd January 2021. As these count as *Placement Days* you are expected to attend.

We have arranged that the module Theories to Inform Intervention in Social Work will run alongside the placement. The intention is to help you make active links between theoretical and practice learning. These sessions will take place throughout the duration of your placement.

Student Support and Equality of Opportunity

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

Equality is a faculty priority. 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, identify yourself as disabled, 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.

Students should let their placement tutor know as soon as possible if their access needs change during the course of the placement with a view to reviewing and revising the access plan.

The social work programme is aware that students who are carers, members of black or members of ethnic minority groups, disabled, gay, transgender or lesbian, may experience discrimination or oppression both in the university and in the practice setting. 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. If students wish to speak about this with others they may know more - academic tutor, programme leader, or Wellbeing in the first instance, they will assist you in raising 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.

Blackboard

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

Students' Health and Safety while on Placement

This is a priority of the Faculty. Specific consideration should be given in the information provided about the placement and again in drawing up the initial practice learning agreement and in arranging 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 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. This includes any that the agency would formally record and certainly, any that are required to be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).

Managing Difficulties in Practice Learning

If there are difficulties on placement that make it difficult for a student to continue the student's practice tutor or the module leader should be contacted as soon as possible. We will explore the situation with all involved and seek resolution and where necessary apply the relevant university policies. Please see [Practice Support Net](#) for further guidance.

Practice Learning Timetable

Start and finish dates

For students required to complete 70 days of practice learning placements will commence from **Monday 5th October 2020** with an earliest end date of **Wednesday 3rd February 2021**. This year due to Covid-19, placement start and finish dates will be staggered. It is important therefore that students adapt the module schedule to reflect their placement timetable.

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

Pattern of attendance, teaching sessions at UWE and practice learning days

Students will complete 3, 4 or 5 practice learning days each week during the placement. Please check with your timetable for the details of required attendance at University and ensure that the practice educator knows which days you are in placement.

Leave days and Bank Holidays

Students are entitled to take leave the weeks commencing 21st and 28th December 2020, returning to placement on Monday 4th January 2021.

None of these leave days count as practice learning days.

The structure of a practice-learning day, workload, and study time

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 calendar. Any expectation of work at evenings or weekends should be agreed before the start of the placement and identified in the placement learning agreement.

All students are required to undertake 200 days of practice learning in order to qualify. This comprises of 30 skills days in the first year that you are expected to attend and for which attendance will be monitored and recorded, 70 days on this placement module and 100 in your final placement module in year 3. 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 and practice educators should sign off the on-line timesheet on a weekly basis clearly indicating how the required number of practice learning days has been achieved.**

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, as well as 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 specific work should be clearly 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 practice learning days.

Module Schedule

A module schedule will be available on Blackboard and [Practice Support Net](#).

4. Assignment Brief

Assessment strategy

Practice Portfolio

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 which illustrates it. To complete the practice component of this module successfully, you must show both in your practice and in the portfolio, that you are competent in required domains of the Professional Capability Framework. When you are in the practice learning setting you will have many opportunities to provide evidence to help you achieve what you need to.

The practice educator, supervisor, student, and practice tutor will hold an initial meeting in the placement/ placement locality to review the practice learning agreement and the arrangements, learning and any equality adjustments. The assessment of your practice skills is a continuous process and you will work together with your practice educator, supervisor, and practice tutor as part of a practice learning team. There will be an interim assessment point halfway through the placement. Detailed guidelines for this component of assessment, marking criteria and the assessment process are provided in Pebblepad. Your practice tutor will visit you on placement twice during your practice learning experience, once in the first 10 days of the placement and again at the midpoint review.

Full details of the portfolio contents and how to use Pebblepad will be given to you in the induction week.

5. Submission details

Please note that the submission deadlines are absolute and based on UWE server time, therefore you are strongly advised to submit work well ahead of the deadline dates to avoid situations where penalties could be incurred. Penalties are imposed if a submission is made up to 24 hours after the deadline, and the highest mark you can receive will be the minimum pass mark (if the assessment is passed). After the 24 hours have passed, the work will not be accepted for marking.

Assessment

Practice Portfolio via Pebblepad

Submission date

This would normally fall during March 2021, however, due to Covid-19 and delayed placement starts, it has been put back to Monday 24th May 2021.

However, your portfolio should be submitted as close to placement end as is possible and not left to this final submission date.

Date of submission feedback

Ongoing throughout portfolio completion.

6. Additional information and reading lists

Your module reading list can be accessed online 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.

A guide to referencing can be found at:

<http://www1.uwe.ac.uk/students/studysupport/studyskills/referencing.aspx>

The University's policy on word count can be found:

<http://www1.uwe.ac.uk/aboutus/policies.aspx>

7. Communication

Throughout your time with us, you will receive regular communication from your module leaders, and also administrative staff. It is your responsibility to ensure that you read everything that you are sent, and act upon it where appropriate.

The main communication channel used is Blackboard for all the modules you are currently studying. Blackboard provides the main communication channel for module specific information and these too should be checked regularly for new content and announcements.

Please see <http://info.uwe.ac.uk/myUWE/guidance/default.asp> for further information on all aspects of your myUWE portal.

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. Your first point of call should always be your Academic Personal tutor, as they will be able to sign post you to the right services and will be able to deal with specific matters relating to teaching and learning. If you are not able to contact your Academic Personal Tutor for any reason go to an [Information Point](#).

Student Support Advisers are available and can also be contacted through the Information Points, see <http://www1.uwe.ac.uk/students/academicadvice/studentadvisers.aspx> for information on how they might be able to help.

[Coronavirus Guidance for students.](#)

However, you are more than welcome to talk to other members of UWE staff depending on who you feel most comfortable talking to.

[Programme Handbook](#)