

PAN London and South East placement portfolio documents 2024-25

The following shared documentation has been agreed by the Pan London working group:

- portfolio front sheet
- student profile (previously the placement application form which can be amended to suit local requirements)
- direct observation
- mid way review
- final report
- index of evidence for first and final placement
- personal and professional development plan
- placement progress support needs and concerns report
- early ending of placement.

All universities using the PAN London and South East portfolio documents agree to not changing any of the substantive content, not including the student profile. Changes to the format and content of the forms may only be done with agreement of all parties via the agreed change control process.

Please do not 'mix and match' portfolio documents from previous years.

Summary of amendments

Student profile (PAF): Anonymised in line with GDPR regulations and length reduced – can be amended to suit local requirements.

Practice learning agreement: A general update / modernisation of document including removal of Covid contingencies, adding hybrid working and general tidy up of induction checklist and practical arrangements.

Midway report: Implementation of the PLA - assessment includes a check list for the DO's, PWLE feedback, critical reflection / analyses and PPDP which is especially useful for quality assurance purposes (PAP).

Direct observation: For **first placement** both observations to be completed by the practice educator and if a third is useful / required, this can be completed by the onsite supervisor. Evidencing against each PCF domain has been removed however the holistic assessment of the student's capability has been updated to include evidence against each PCF domain and relevant Social Work England professional standards (2020) demonstrated in the direct observation of practice (up to 750 words approximately).

Feedback from other professionals: This template can be used for other professionals to provide feedback to the student. It **should not be used** by the student's practice educator, practice supervisor, line manager of the placement provider or another student. The practice educator may use this feedback to contribute to the holistic assessment of capability of the student.

Index of evidence: Remains the same but with a different IoE for first and final placement.

End of placement report: Removed the types of evidence used as repetitive and is evidenced in the IoE. The students' comments on the PE's report were kept as this is an opportunity for critical reflection although it was acknowledged not all students utilise this opportunity.

Confirmation of types of evidence used to support recommendation were removed as considered repetitive. Summary of holistic progress towards Social Work England professional standards removed as included in end of placement (holistic) assessment report.

Portfolio front sheet: Remains the same

Placement progress support needs and concerns report: New document. To be chaired by the academic tutor. This form is to be used where a student, for whatever reason, is at risk of not successfully completing or passing their placement, and issues have not been resolved through supervision with their practice educator, practice supervisor, or through tutorials with their tutor.

Early ending of placement report: New document to be used where the placement has been 'ended' before 70 / 100 days.

PPDP: The Overall Goals, section 1, removed as considered to be a replication of section 2 which also explores overall goals.