



**Practice Education Guidance for PEs and Managers**

**Expectations of managers**

* Practice education should be a standardised agenda item during supervision sessions.
* Managers should encourage team support to both the student on placement and the Practice Educator responsible for the student.
* Allocation of work to the student should be made via prior discussion between manager and practice educator.
* Managers should be mindful of the additional duties placed upon a Practice Educator when allocating work.
* Student caseload should be scaled down appropriately toward the end of placement and any reallocation of work distributed fairly amongst the team.

**Expectations of Practice Educators**

* Practice Educators should discuss the progress of their student and any issues arising regularly during supervision sessions with their manager/supervisor.
* Practice Educators should inform their team of when their student is due to start placement and ask for assistance in supporting the student, i.e. to be mindful of learning opportunities that would be valuable to the student and offer shadowing opportunities.
* Practice Educators in training should know who their PE mentor is and if they don’t they should contact SWC.
* Practice Educator’s should engage in PE support groups as part of their ongoing PE CPD.
* Practice Educators should take a student every two years in order to maintain the currency. If this is not possible, see PEPS Section 4.8 for alternative methods of maintaining currency.

**Protected Time**

* PE’s are entitled to 3 days protected time which can be used for a combination of completing the write up of student direct observations and final assessment reports and assignments (or equivalent presentation/professional discussion preparation) for their own PE portfolio’s.
* PE’s may not necessarily submit their own portfolio’s at the end of the placement period. It is suggested that 2 days are taken within the placement period and 1 day taken in preparation for PE portfolio submission.
* Time taken should be discussed and agreed between PE and Line Manager and recorded during supervision sessions.

**PEPS (Practice Education Professional Standards)**

[**https://www.basw.co.uk/social-work-training/practice-educator-professional-standards-peps**](https://www.basw.co.uk/social-work-training/practice-educator-professional-standards-peps)

**Honorary Payments**

* Onsite Practice Educators who mentor a student undertaking a 70 day placement will receive an honorary payment of £700 (minus tax deduction)
* Onsite Practice Educators who mentor a student undertaking a 100 day placement will receive an honorary payment of £1000 (minus tax deduction).
* Onsite Practice Educators who mentor an Integrated LD Nursing/SW undertaking a 100 day placement will receive an honorary payment of £500 (minus tax deduction).
* Offsite Practice Educators who mentor a student undertaking a 70 placement will receive an honorary payment of £560 (minus tax deduction)
* Offsite Practice Educators who mentor a student undertaking a 100 day placement will receive an honorary payment of £800 (minus tax deduction)
* Fully trained stage 2 Practice Educators who mentor and undertake direct observations of those Practice Educator’s completing their stage 1 or stage 2 assessments/portfolio will receive an honorary payment of £100 (minus tax deduction) per direct observation.
* Onsite Supervisors who mentor a student undertaking a 70 day placement will receive an honorary payment of £210 (minus tax deduction)
* Onsite Supervisors who mentor a student undertaking a 100 day placement will receive an honorary payment of £300 (minus tax deduction)