



Practice Educator/Onsite Supervisor Brief Guide to Placements – 2025/26

1. Preparation for placement

All student placements are coordinated by the Social Work Consultant (SWC). Universities will send student applications directly to SWC who will look at matching the placement and will forward applications onto the identified Practice Educator or Onsite Supervisor. Should you be approached directly for a placement, please redirect the requester to the SWC.

The universities will have already completed a risk assessment to determine if a student is fit to be out on placement and available to come into the team setting/building to undertake learning opportunities. We can therefore assume that the student is available for placement and is able to undertake the work of the agency.

You will review the student application form, discuss with your manager and agree whether you are willing to invite the student to an informal meeting where you will show them around the workplace, discuss the nature of the work that you and your team undertake and what the student is hoping to achieve from the placement. Alternatively, you might have an informal telephone conversation. On occasion you will be supplied with a copy of the student's last placement report but this is no longer standard practice. It is **your responsibility** to contact the student directly and arrange a convenient time for the informal chat.

If the student has indicated that they have a learning plan, they should provide you with further details to ensure that any reasonable adjustments and appropriate support can be put in place.

Before the student can start on placement, you will need to see the following documents; The student **must** show a copy of their DBS, photo ID and 2 x utility bill at this meeting for you to check that they have been appropriately vetted and that the addresses match. If they fail to show these documents, then any arrangements made for learning agreement meeting should be postponed.

Manchester City Council accept DBS certificates which are registered on the DBS update online service but you must physically check the student's online account to confirm a valid DBS certificate is registered.

Once the informal meeting/chat has been held and you agree to proceed with the placement, it is the **student's responsibility** to then inform their university and arrange a **3 way formal learning agreement meeting (LAM)** between you, on site supervisor if relevant, the student and their university tutor. The tutor will facilitate the LAM and start date will be agreed. If you feel unable to proceed with the placement then you must inform SWC.

The student should provide you with a copy of their university placement handbook, which will provide further information of the necessary requirements and responsibilities throughout the placement and you will use this as your guide.

You need to inform your Social Work Consultant (SWC) of the agreed start date for placement records, which will later assist in ensuring timely payment is made to the Practice Educator.

2. Drivers versus non-drivers

Manchester City Council's stance on providing social work placements to student's who might not yet drive is often queried. Our stance is that we would not want to disadvantage any student based on the fact that they do not drive. We are at an advantage with our local transport frequency and routes, and it is expected that any student on placement is familiar and confident with using local public transport. Students should be encouraged to pursue their driving/transport arrangements with a view they'll likely need to do so, considering advertising for social workers as essential car drivers. Any issues arising should be discussed further with SWC.

3. IT requests

IT requests should be made a minimum of 2 weeks prior to the start of placement. You need to log into "Know It All Now Portal". Click on the "request something" shopping trolley and complete a "joiner" request form, selecting "external partner (business)" option then select which university your student is from. Complete the form with as much information as possible. This is then received by DSIRO who approve the access or contact you should they require any more information. Once all of this is approved Service Desk then receive the information and process the request.



IT request form for
external users.doc

4. Laptops and Mobile Phones

Laptops and mobile phones should be requested for your students. However, it is recognised that allocation of devices can sometimes be problematic due to shortage. In the event of this, please follow the below guidance.

If your team has a spare laptop/mobile that can be issued to the student - great, please provide that.

If no spare laptop, please check with the student if they have a personal laptop which they can use, are happy to do so and send IT request for remote working.

If no spare mobile, please check with the student that they have a personal mobile which they can use and are happy to do so.

IMPORTANT - Please ensure your student is fully aware that they need to block their number for any calls made from their personal mobiles and **MUST NOT** give their personal number out to anyone. If individuals need to contact the student, then they are required to contact the duty worker for the team that day, who can then forward a message to the student.

If your student does not have a personal phone or laptop that they can use, please inform SWC Team.

Any devices issued to your student's **MUST** be returned to the IT department.

5. ID Card

Students will need to obtain their ID card as soon as possible. You will need to ask your Team Manager to apply for a student ID card two weeks in advance of the placement commencing. They should do this by following the link below and completing the required form:

[Apply for ID card](#)

Notification will be sent by email to your Team Manager advising the details of when the student can attend for their ID photograph and collection of card. Business support or security staff on individual workplace sites will be able to activate access permissions on the student ID card, which should reflect access only to the student's usual workplace site.

6. Professional Expectations

Your student is expected to adhere to the same professional standards as any employee. Please ensure they are familiar with Our Manchester's Vision and Principles.

Ensure your student reads and signs the student's confidentiality statement enclosed below. Scan and upload the signed copy, ensuring you save this in your students' electronic folder.

[DfA Confidentiality Declaration](#)

7. Induction

A student induction programme is available and can be accessed via the Professional Development tile on Adults Policy, Procedure and Practice Portal - [APPP](#)

Student induction should be planned for a 2 week period and in partnership with your student.

Essentially on their first day you should ensure they obtain their ID card; are shown around their workplace (toilets, informed of fire escapes, where they can take their lunch break, etc.) or have read and understood home working guidance and are clear regarding frequency of communications with PE/OSS and how they will be monitored and assessed.

Ensure your team are aware that you have a student due to start and ask if they can provide any shadowing or learning opportunities. Invite student to team meeting.

Once your student starts, have them contact other teams/services that you work closely with to request if they can spend some time with them observing.

Have your student complete the following essential e-learning modules;

Information governance

Equality Essentials

Health and Safety Essentials - Meeting the Threat from Fire.

Allow some time for the student to explore [MCC Intranet - Adult Social Care](#)

8. Student expenses

Travel expenses procedure for students can be found on the Adult Policy Procedure Practice Portal - [APPP](#) under the Professional Development Tile – Practice Education.

You will need to create a vendor profile so that your student can claim expenses. The student will need to provide you with a copy of their bank statement so that you can check the account details match the ones stated on the vendor request form and thus confirming the expenses claimed will be paid into their own account.

9. Supervision

You will be responsible for providing good quality supervision to your student throughout their placement. You are expected to provide 1 hour of formal supervision for every 5 working days but this can be structured flexibly, such as 2 hours every two weeks.

You will need to complete a supervision agreement with your student at your first supervision session and are responsible for ensuring appropriate supervision records are completed, signed by both parties and stored safely as they may be requested for evidence, for example in the case of any concerns or dispute issues around practice. You will need to familiarise

yourself with supervision policy, the standards expected and use the supervision template for Practice Educators.



Appendix D -
Supervision Record Template



Appendix A -
Supervision Agreement

10. Where the Practice Educator becomes unavailable

- A. If for any reason a PE becomes unavailable, it is the responsibility of both the team manager and the student to send an email to the social work consultant as soon as this happens to adultsocialworkconsultants@manchester.gov.uk
- B. Contingency plans will need to be set up by the team to provide management and reflective supervision to the student and this is shared with the social work consultants with clear guidance on a named person with responsibility
- C. The arrangement will be reviewed at four weeks. Where it becomes obvious that the PE will be off for more than four weeks, a new PE will be appointed
- D. Daily payment rates for the PE will not apply for the period when the PE is off and
- E. Daily payment rates for the new PE will apply from the day when responsibility is transferred to them.

11. End of placement

Once your student finishes their placement you will need to notify your SWC by email in order for your practice educator/onsite supervisor payment to be requested and processed. You need to provide the name of the student; start and end date of placement and your personnel number.

Ensure any outstanding episodes open on Liquid Logic are appropriately reassigned and that you notify IT department that access is no longer required via the "Know it All Now Portal" leavers form.

Any devices issued to your student's **MUST** be returned to the IT department.

If you are unsure of anything, please contact one of the Social Work Consultants for advice;

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