**Plan for Practice Placement Standards Working Group 24 Sept 2020**

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| Time/who | What | Comments (captured by SB) | Actions |
| 15:00  Dawn | **Welcome and Introductions**  Group members are:  Dawn Brown, Robert Hynd, Stuart Moir, Chloe McCrea, Jane Horne, Vicky Wilson, Amanda McDonald, Chris Woodness and Susie Bisset |  |  |
| 15:10  Robert Hynd  (Chair of Approval Committee) | * Background, (gold standard, minimum that CLDSC would expect, be designed to connect in with each individual institutions approaches.) * The expectations for/from this group: Papers drafted so far are to aide discussions, * links to 2 other groups Approval Standards and Supervisor learning. | RH shared that the reason he wanted to be involved in Approval Committee was to ensure that Students got a similar experience in practice and he was therefore keen to get involved in standardising.  CLDSC have seen an increase in enquiries from different providers, students and practice placement providers on the process of practice placement and the standards that we set as a professional body. There are also ongoing discussions about the idea of fitness to practice.  There is a whole lot of work going on at the moment that will eventually link in. Lot of traction nationally and lot of interest from Minister.  We want this working group to develop tools/mechanisms that promote the minimum gold standards. This will also ensure that our mutual recognition agreement via JETS is not compromised. Robert will be linking with other chairs to ensure the standards that are agreed.  We need to ensure that we link in with the 2 other groups  CW - Where is the consultation?  SB confirmed that it was felt we needed some sort of draft document for people to refer to during consultation and that this group would create the draft to go out to wider world. We as CLDSC need to work as collaboratively as possible.  Timescales were discussed. The original call for members of the working group had stated end of September but we have some leeway on the process that ties in with Supervisor Learning March 2021 deadline.  We are scheduled to do an input to the Cross committee meeting on 22 October 2020. |  |
| 15:15  Dawn | Did everyone manage to access the documents on i-develop?  Consider the Working Group Brief: Overall - does it seem ok, any suggestions for change? Any other actions to be included?  Look at the 6 action points identified and discuss/debate  a) Look at the working group points to consider document if we decide to progress as brief suggested.  OR  b) If alternative route is proposed we need to start at beginning and agree the brief/plan/actions etc  In either case:  – how do we split the work.  - Need to agree deadlines.  - are there any other documents we need in i-develop | All happy they had seen the suggested/draft documents to be used for discussion.  DB asked the group to consider the Working Group (WG) brief and share if there was anything that jarred; any changes to brief and is there anything in there that should not be in there.    SM commented that – there is no point throwing the baby out with the bath water. Edinburgh already have processes, as do other providers. In Edinburgh the Practice Handbook is something we draw on for discussions with the students.  CMc – As a recent graduate I think something straight to the point is needed. Practice Placement providers need to know what to expect from student so it needs to be open and directed. There are some placement providers who have never heard of CLDSC.  SB shared the history of the documents and why we are at this stage. A group consisting of HE, FE, employers and Practice Placement providers worked on creating a Practice Placement Guideline which was published in 2017. The group who created this always had in mind that further resources were needed to support the process and bring it to life. AS CLDSC are moving from Guidelines for the Approval Process to Standards for the approval process., this meant that the Practice Placement Guidelines needed to be looked at and if CLDSC are going to insist on Standards it is only right that we provide guidance/tools/minimum Standards to support Educational Providers, CLD Student Practitioners and Practice Placement Providers. The hope of CLDSC is that as far as possible a student in Aberdeen will get the same practice experience as a student in Glasgow. Amanda who was involved in the 2017 document creation agreed with this summary.  Format – Printed off or online?  Would be helpful to have different pieces that are relevant to you to print off.  Feel a mixture is the best option online completely is not ideal.  People may want to write on and share when talking face to face. Make a printable version available.  Chloe – what would have been useful – online CLDSC do not know the competences. Extra documents on line for support. Print off and easily found. Templates and competences and how to be met as useful document  Vicky – As a Supervisor I used the guidelines document a lot in order to be confident on pre-placement visit and the other processes. I am also mindful that we need to be clear that if students and PPP do not match then that is not going to be a good experience.  SB shared some bits of documents on screen and highlighted processes to ensure that there is negotiation and contracts in place to help with the matching process.  It was agreed that the working group brief seems a reasonable way forward.  The group agreed to look at the documents in more detail and provide comment/suggestions. SB happy for any notes to be sent to her. SB will look at google docs or similar to allow collaborative working once the work is split up. | SB to ensure we make good use of document sharing facility at future meetings.  Working group to consider documents and templates and provide comment to SB  SB to explore a collaboration tool |
| 15:20  Dawn | Agree next steps  As a head up: we are scheduled to provide an update on this working group at the Cross Committee meeting on 22 October 2020. Dawn has agreed to provide the update on this. | See action above | DB will give update on 22 October 2020 based on the work at that date. |
| 15:50/16:00  Dawn or Robert  (Dawn needs to leave at 15:50) | Agree next date/close meeting | 8 October – 1 hour to be booked. 15:00 – 16:00 | SB to get Willie to book this in |
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