**Appendix 4:**

**Fieldwork Placement Contract**

**BA Community Education Year 4 Professional Practice Placement**

|  |
| --- |
| **Placement Agency:**  **Placement Supervisor:**  **Address:**  **Tel No:**  **Email:** |
| **Student:**  **Address:**  **Tel No:**  **Email:** |
| **Placement Tutor:**  **Address:**  **Tel No:**  **Email:** |

|  |
| --- |
| **Placement Induction:** Please outline the planned induction activities: |

|  |
| --- |
| **Supervision Arrangements:** Please outline the planned supervision arrangements e.g. regularity, dates and times: |

|  |
| --- |
| **Student Professional Learning Requirements:** (Refer to the learning needs identified in their Professional Learning Profile appendix 3.) |
| **Know and understand the community in which we work** |
| **Build and maintain relationships with individuals and groups** |
| **Provide learning and development opportunities in a range of contexts** |
| **Facilitate and promote community empowerment** |
| **Organise and manage resources** |
| **Develop and support collaborative working** |
| **Evaluate and inform practice** |

|  |
| --- |
| **Placement Work Programme:** Outline the key areas of work that the student will undertake and how these will address the learning requirements listed above. |

Supervisor’s signature

Date

Student’s signature

Date

Tutor’s signature

Date

Please return this form to Jo Laing in the Placement Unit, [jo.laing@ed.ac.uk](mailto:jo.laing@ed.ac.uk), by …………………………

**Appendix 5**

# BA Community Education Year 4 (Professional practice 3) - Placement Hours Log

Student to complete each week in consultation with their supervisor. Students must notify the placement agency, their university tutor, the placement advisor and the programme secretary if they will be absent from placement. The completed hours log must be emailed by the student, **copying in their supervisor**, at the end of every 4th week and at the end of placement to [jo.laing@ed.ac.uk](mailto:jo.laing@ed.ac.uk).

Student’s Name:

Supervisor’s Name:

|  |  |  |
| --- | --- | --- |
| **Week** | **Total Hours Completed Per Week** | **Agreed by Supervisor Signature/Initial** |
| Week 1  (DD/MM/YY) |  |  |
| Week 2  (DD/MM/YY) |  |  |
| Week 3  (DD/MM/YY) |  |  |
| **Week 4**  (DD/MM/YY) |  |  |
| Week 5  (DD/MM/YY) |  |  |
| Week 6  (DD/MM/YY) |  |  |
| Week 7  (DD/MM/YY) |  |  |
| **Week 8**  (DD/MM/YY) |  |  |
| Week 9  (DD/MM/YY) |  |  |
| Week 10  (DD/MM/YY) |  |  |
| Week 11  (DD/MM/YY) |  |  |
| **Week 12**  (DD/MM/YY) |  |  |
| Week 13  (DD/MM/YY) |  |  |
| Week 14  (DD/MM/YY) |  |  |
| Week 15  (DD/MM/YY) |  |  |
| **Week 16**  (DD/MM/YY) |  |  |
| Week 17  (DD/MM/YY) |  |  |
| Week 18  (DD/MM/YY) |  |  |
| Week 19  (DD/MM/YY) |  |  |
| **Week 20**  (DD/MM/YY) |  |  |
| **Total Hours Completed** |  |  |

**Appendix 6**

**Mid-Placement Report Form**

**BA Community Education Year 4 Professional Practice Placement**

|  |  |  |
| --- | --- | --- |
| **Student:**  **Supervisor:**  **Agency:**  **University Tutor:** | | |
| **Key Competence** | **Student**  **Progress**  **(please mark the relevant answer in bold)** | **Comments/Action** |
| **Know and understand the community in which we work** | Objective Achieved  On track  Limited Progress  No Progress |  |
| **Build and maintain relationships with individuals and groups** | Objective Achieved  On track  Limited Progress  No Progress |  |
| **Provide learning and development opportunities in a range of contexts** | Objective Achieved  On track  Limited Progress  No Progress |  |
| **Facilitate and promote community empowerment** | Objective Achieved  On track  Limited Progress  No Progress |  |

|  |  |  |
| --- | --- | --- |
| **Key Competence** | **Student**  **Progress**  **(please mark the relevant answer in bold)** | **Comments/Action** |
| **Organise and manage resources** | Objective Achieved  On track  Limited Progress  No Progress |  |
| **Develop and support collaborative working** | Objective Achieved  On track  Limited Progress  No Progress |  |
| **Evaluate and inform practice** | Objective Achieved  On track  Limited Progress  No Progress |  |

**Overall assessment by the placement supervisor of the student’s progress to date:**

|  |
| --- |
| **Please mark in bold the statement that applies to your student’s progress:**  The student is on track to meet their learning objectives  The student has made limited progress but should still meet their  learning objectives by the end of the placement period  Insufficient progress has been made and the student is unlikely to  meet their Learning objectives |

Please return this form to Jo Laing in the Placement Unit, [jo.laing@ed.ac.uk](mailto:jo.laing@ed.ac.uk), by ……………………..

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Appendix 7:**  **Fieldwork Placement: Final Review**  **BA Community Education Year 4 Professional Practice Placement**  **(To be completed by the supervisor at the end of the placement. Please comment on the student’s practice in relation to the following headings. These are drawn from the SCCLD competences, see appendix 1. Please keep in mind the stage the student is at.)**  **Student:**  **Supervisor:**  **Agency:**   |  | | --- | | **Know and understand the community in which we work** | | What evidence have you seen regarding the student’s competence in relation to this aspect of practice? | |  | | What does the student need to work on in the future in relation to this? | |  |  |  | | --- | | **Build and maintain relationships with individuals and groups** | | What evidence have you seen regarding the student’s competence in relation to this aspect of practice? | |  | | What does the student need to work on in the future in relation to this? | |  |  |  | | --- | | **Provide learning and development opportunities in a range of contexts** | | What evidence have you seen regarding the student’s competence in relation to this aspect of practice? | |  | | What does the student need to work on in the future in relation to this? | |  |  |  | | --- | | **Facilitate and promote community empowerment** | | What evidence have you seen regarding the student’s competence in relation to this aspect of practice? | |  | | What does the student need to work on in the future in relation to this? | |  |  |  | | --- | | **Organise and manage resources** | | What evidence have you seen regarding the student’s competence in relation to this aspect of practice? | |  | | What does the student need to work on in the future in relation to this? | |  |  |  | | --- | | **Develop and support collaborative working** | | What evidence have you seen regarding the student’s competence in relation to this aspect of practice? | |  | | What does the student need to work on in the future in relation to this? | |  |  |  | | --- | | **Evaluate and inform practice** | | What evidence have you seen regarding the student’s competence in relation to this aspect of practice? | |  | | What does the student need to work on in the future in relation to this? | |  |  |  | | --- | | **Supervisor’s general comments about the placement:**  (Please comment on: the student’s overall sense of competence and professionalism; their broad knowledge of the field of practice including the policy arena; their ability to work as part of a team; their continuing professional development, what they should consider in future) |  |  | | --- | | **Student’s general comments about the placement:**  (Please comment on: the main points of learning you will take away from this experience; the supervisory relationship; your overall sense of competence at the end of the placement and the challenges that lie ahead in your continuing professional development.) |   **Overall assessment of student performance:**  **PASS or FAIL (please delete as appropriate)**  **Signature of Fieldwork Supervisor: Date:**  **Signature of Student: Date:**  **Please return to the Placement Unit,** [**jo.laing@ed.ac.uk**](mailto:jo.laing@ed.ac.uk) **, by …………………** |