

**Staffordshire University
Faculty of Health**

**Programme Area of Social Work and Advice
Studies**

BA (Hons) Social Work

Agenda for Final Meeting

1. Confirmation that Analyses of Practice (Intermediate Level only) or the Critical Incident Commentary (Honours Level) have been submitted (grade to be issued by Faculty Office after modification process has been completed)
2. Consideration of Competence Record and Final Report
 - a. Has the overview of key roles been completed and signed?
 - b. Has the report been completed for all 6 key roles?
 - c. Have the final report and recommendations for future learning needs been completed?
 - d. Is there a clear recommendation of pass or fail?
3. Portfolio (NB plastic wallets must not be used in portfolio)
 - a. Is there a description of practice setting?
 - b. Has the Learning Agreement been completed & signed?
 - c. Is there an Account of work undertaken?
 - d. Has the PDP been completed?
 - e. Is the competence record and final report included?
 - f. Is the work-based supervisor's report included (where applicable)?
 - g. Is the midpoint report included?
 - h. Have the 3 direct observations of practice been completed and signed?
 - i. Is the record of supervision dates included?
 - j. Is the copy of the supervision agreement included?
 - k. Are there copies of protocols of video / audio recordings where used?

- l. Have the placement evaluations been completed (will normally be removed from portfolio by university prior to practice assessment panel)?
- m. Confirmation of hand-in date of portfolio.

4. Discussion

- a. 70 / 90 day student
 - discussion of focus for third year placement
 - third year practice learning needs
- b. 110 / 130 day student
 - career aspirations
 - reflection on the award as a whole
 - future learning needs

5. Evaluation report

Student to check that the evaluations of placement from the student, practice educator, work-based supervisor (if applicable) and tutor have been completed. If these have not been sent electronically, are paper versions available?

6. Any other business

Confirmation of dates of practice assessment panels and the practice educator's attendance.

7. Appreciations for the contribution of agency colleagues and key people involved in the placement.