



STUDENT PLACEMENT SUPERVISION TEMPLATE

Record of personal supervision discussion between Supervisor and Student

- This form is a record of the supervision with student social workers to record discussions and actions that take place during that session.
- All parties should sign the form, and each keep a copy stored securely for future reference.

Student:

University:

PE/OSS:

Date:

Start time:

End time:

<p>Agenda</p> <p>Provide the opportunity for student to contribute</p> <p>Both PE/OSS and student come with their agenda items</p>	
<p>Health and wellbeing</p> <p>Example prompts below:</p> <ul style="list-style-type: none"> • Physical and mental health • Sleep • Feelings • Stress • Work life balance • Self-care <p>The discussions should include any impact and barriers around protected factors -i.e., race / disability / gender</p> <p>Support identified / action plan</p>	

<p>Absence from placement – leave / sickness</p> <p>It is a good idea to follow on from above to discuss and address any absences being taken and any issues around sickness. It is also an opportunity to acknowledge and capture wellness.</p> <p>Is any absence related to any protected characteristics and also are there any holidays we need to be aware of which explicitly link to race/culture/religion?</p>	
<p>Current workload discussion</p> <p>May not discuss every single allocation or piece of work in every supervision session.</p> <p>Discuss any high risk / complex / safeguarding both from the point of view of student but also PE/OSS.</p> <p>Is there any aspect of placement that is keeping you up at night, or waking you from sleep?</p> <p>Address and highlight any emotional impact of the work undertaken on placement.</p> <p>May discuss an allocation or aspects of work where there has been a positive outcome or learning moments</p>	
<p>Personal / Team and organisational discussions</p> <p>An opportunity to take feedback on any positive observations about the placement made by the student</p> <p>Listen to the impact of any organisational discussions</p> <p>Supervisor to share any key organisational priorities</p>	
<p>Professional development discussions</p> <p>Learning and development that student has accessed – key learning</p> <p>Future interests and areas of development / mandatory training required to fulfil duties of role</p> <p>Career progression discussions - strengths / satisfactions and areas of growth / barriers</p> <p>Think what opportunities the student can be connected to in order to facilitate their aspiration for progression. What spaces can they be invited to / shadow / what is in your immediate gift as their line manager.</p>	

**Feedback from supervisor
(Positive and Constructive)**

Feedback from supervisor (Positive and Constructive)

You might agree different themes, for example to give feedback on recording, assessments, legal literacy, strengths-based practice, best practice, team player, anti-discriminatory practice

Could relate to Social Work England standards, PCF or other relevant standards

Useful to agree feedback model (E.g., CORBS)

Student should have a clear understanding from you on how you experience their performance, so that there are no surprises if there are performance related concerns

Record rewards and recognition discussions and positive feedback from you and others

Feedback from people with lived experience and that the student is working with

Feedback from student

Ensuring feedback is reciprocal

Could agree a model for feedback (E.g., CORBS)

Could ask for feedback on:

- Supervision
- Relationship
- Support
- Strengths
- Anything you could be doing better or differently

Is there anything that you might want me to do different that would support you to live well at work?

Any other business	
Actions agreed	

Date of next Supervision:

Venue or Virtual:

Time:

Signed: (Student)

Signed: (PE/OSS delete as applicable)