

## Professional Development Award in Practice Learning (Social Services)

## Agency Reference – Front Sheet

**Guidance – the agency reference is shared with members of the selection panel and therefore requires to be anonymised when answering questions 1 to 7. Please do not use the Applicants name or place of work. References without anonymised answers will be returned. Thank you.**

**Note:**

**Please note that the award has recently been revised and is now timetabled to take about one year to complete. Practice Educators (in training) are assessed throughout the programme and their participation and contribution on taught days contributes to this assessment.**

**Practice Educators (in training) are required to attend all taught days. The PE (in training) will be required to make up missed days by attending with another cohort, which may result in a delay to completing the award. Please note, the PDAPL award will not be completed until any missed taught days are attended.**

**At time of application the Applicant must be available to attend all taught days.**

Report should be compiled in conjunction with the applicant’s form Part 1 and a copy given to the applicant. This report should normally be written by the applicant’s line manager. If this person has known the applicant for under six months this part of the application should completed if possible, by the previous line manager and countersigned by the present line manager.

|  |  |
| --- | --- |
| Name of Applicant: | Agency/Authority: |
| Writer’s Name: | Position Held: |
| Work Address: | Work Tel. No.:  Email: |

How long have you known the applicant and in what capacity?

…………………………………………….

**Q1 – 7 Please ensure anonymity is maintained throughout with no reference made to the name of the applicant or their place of work. Thank you.**

**Please comment on each of the following in relation to the applicant:**

1. Main responsibilities in current post.
2. How does the Applicant demonstrate a sound knowledge base (relevant legislation, theory, agency policies/ procedures, evidence-based practice etc.) and understanding of the agency’s function.
3. Experience of involving service users (including carers)?
4. Please describe how the applicant makes use of supervision.
5. Capacity and potential to take on role of practice teacher to enhance the learning of others.
6. Awareness of ethical dilemmas and discrimination issues as demonstrated within current role?
7. Please comment upon the Applicant’s application. Is this a true reflection of their current knowledge and experience?

What systems are available for participants on the award to support their learning and help with challenges that they might have e.g. learning forum, peer support, protected study time, workload relief?

**Required Study Time for the award is:**

Practice Educators (in training) are entitled to a total of 6 study days over the duration of the award, we recommend that study days are negotiated at the outset; the following is provided as guidance.

* 2 days between taught blocks 1 and 2 (preparation for first two assessable tasks; essay and professional discussion)
* 2 days between taught blocks 2 and start of student placement (preparation for presentation, 2nd essay and student induction)
* 2 days to complete portfolio/ prepare for Viva

**Recommended workload relief whilst student is on placement**: (in workplace)

* ½ day a week to work with a student (reading/ marking students work, supervision/ supervision minutes, planning/ negotiating student caseload, preparation/ reading)
* ½ day a week for portfolio work, preparing and writing up writing mid and final reports etc.

**On behalf of the agency, I confirm that the applicant will be released from her/his other duties in order to undertake all parts of the PDAPL(SS); attendance at the taught programme, required study time, supervising a social work student on placement.**

I confirm that the information I have provided in this reference is true and accurate.

Signed: ……………………………………………………………………………………………...… (Applicant’s Line Manager)

Designation: …………………………………………………………………. Date: ………….……….

**Agency Endorsement (to be completed by the relevant Learning and Development coordinator or other responsible person)**

Please provide any additional comments on the applicant’s suitability to undertake the PDA Practice Learning?

**Applicants on this programme require a centre approved Practice Assessor who must be identified prior to the Applicant commencing on the course. Please complete their contact details below:**

|  |  |
| --- | --- |
| Name of Practice Assessor: | Job Role |
| Address | Phone  E-mail |

I hereby confirm that the named agency agree to sponsor and meet the agreed costs for the applicant to undertake the PDAPL (SS). As part of the course Applicants will be required to undertake the role of practice teacher to a social work student during assessed placement. I confirm that the agency is able to accommodate a social work student and provide suitable learning opportunities.

Signed:

Agency: Designation:

Date: