

## PLACEMENT PROGRESS SUPPORT NEEDS AND CONCERNS REPORT

This form is to be completed at the support needs, issues and concerns meeting which is chaired by the academic tutor. This form is to be used where a student, for whatever reason, is at risk of not successfully completing or passing their placement, and issues have not been resolved through supervision with their practice educator, practice supervisor, or through tutorials with their tutor.

The identified objectives and actions at the end of this form must be worked to and progressed by the student. If progress is not made in relation to these, it may lead to a risk of failing the practice placement.

## **SECTION 1: Placement Details**

Student Name			
Programme	BA/ BSc/ MA/ MSc/ MSW / Step Up (delete as appropriate)		
Placement	First Placement/ Final Placement (delete as appropriate)		
Practice Educator Name			
Onsite Supervisor Name (if applicable)			
University Placement Tutor Name			
Team Name/Agency			
Agency address			
Start date of placement			
Days completed on placement at the point of the review			
End date of placement (if applicable)			
Venue			
Date & Time			

SECTION 2: Details of support needs/concerns/issues leading to the meeting?

London and South East England HEI Agreed Common Practice Learning Documents for Social Work: 2024-25

Please include significant events, dates, evidence for the concerns and different viewpoints if relevant						
	END 4 TION					
SECTION 3: SUMMARY RECOMMENDATION  Summary of identified objectives/actions		PCF	Dates by	Ву		
outlinary of facilities objectives/actions		Domain	which	Whom		
		(if applicable)	objective/ action to			
			be met			
1.						
2.						
i						
3.						
4.						
5.						
Please add further rows if required.						
SECTION 4: SIGNATURES AND D	ATE (to be completed by a	III in attend	dance)			
Signature of Practice Educator:			Date:			
Signature of Practice Supervisor:			Date:			
(If applicable)						
Signature of Student:			Date:			
Signature of Tutor:			Date:			

NB: All Universities using this form agree to not changing any of the substantive content. Changes to the format and content of this form may only be done with agreement of all parties via the agreed Change Control Process.