Recording Social Work Student Hours in Practice

SWiP 12_12

All student practice hours are calculated, taking account of professional statutory regulatory body requirements for registration. Students are also normally regarded as supernumerary. The primary role of the student on placement is that of a learner.

Supernumerary status of students means that students are additional to the workforce requirement and staffing figures. They will make an evolving contribution to the work of the placement area to enable them to learn how to care for clients/patients and meet the professional competence requirements of their programme.

Student hours in practice should be recorded on the timesheet. The student's recorded time is from the start of the shift/practice session until the end of the shift/practice session/ or the time they leave (as approved by the practice educator/supervisor).

This includes all practice learning opportunities and reflection during the practice session. For example, team meetings, in house training, preparation time required by the practice area, and other learning activities agreed by the practice assessor.

- The minimum recorded time permitted is 6 hours per day in practice.
- The maximum recorded time permitted is 8 hours per day in practice.
- Additional hours can be taken as time off in lieu, but cannot be accrued.
- Hours are to be rounded up/down.
- Some students may also be required to document their shifts/practice sessions in the placement provider rostering system.

Find out more about reasonable adjustment requirements guidance.

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