Version 6 9.1.24

UPDATED PROCESS FOR THE ASSESSMENT OF STAGE 1 AND STAGE 2 PRACTICE EDUCATOR PORTFOLIOS

1. Each Local Authority and University has been asked to provide the name of their named assessor for the panels. GMSWA will retain these names.

2. Please note – Stage 1 practice educators can only assess Stage 1 portfolios. Stage 2 assessors can assess both.

3. There will be 4 panels per year and a reminder e-mail will be sent, by GMSWA, to LA reps in advance of the panels. The LA reps must inform GMSWA of the completed portfolios that are to be submitted for assessment by the due date. See table below.
   When names are submitted, the e-mail needs to include, name of candidate, their e mail address and whether stage 1 or 2. GMSWA will also need to be notified if the candidate wants to undertake a professional discussion or not. Only names of PE's who have actually submitted portfolios should be shared with GMSWA.
   Do not send the portfolios to GMSWA.

4. GMSWA will circulate the list of candidates and assessors 7 days in advance of the panel date in a shared Excel spreadsheet. Once this is circulated, portfolios can be sent by zip file to the nominated assessor. The sharing of the assessment spreadsheet via e mail is the trigger for the sharing of portfolios and the assessment process to commence.

5. Assessors must now attend the virtual panel that will last approximately two hours and a TEAMS link will be sent in advance of the session. If you can't attend please inform the PEPS Coordinator prior to the panel so that your understanding of the assessment process can be checked. The purpose of the live panel will be to check names against assessors, discuss any matters arising, make sure everyone is clear about the assessment process, respond to

issues that arise during portfolio assessment and ensure all assessment decisions are recorded on a shared spreadsheet that is retained by GMSWA, with outcomes ready to be shared with PE candidates.

6. At the end of the assessment process, assessors should return the feedback sheets to the Local Authority representative for that practice educator, copying the PE into the e mail. This also needs to copied into GMSWA.

7. Quality assurance – QA activities are designed to build confidence in the consistency of marking and feedback across the partnership, as well as providing evidence into how well the assessment of both students and assessors is undertaken in GMSWA. All assessors will be required to complete an online QA form at the end of the assessment process, to highlight any good practice or development points for the portfolios overall. This should be returned to GMSWA with the completed PE feedback sheets.

8. At each assessment event, one experienced assessor will act as moderator and will take a random 10% sample of the portfolios to review the assessment decisions and feedback. The moderator's name will be added to the panel list of portfolios for reference and once the portfolios in the sample are assessed, they will be forwarded to the moderating assessor. The moderator will use the moderation form to provide feedback for discussion at the next PEPs meeting – a copy of this will be sent to PEPs Coordinator and GMSWA.

9. Feedback from all quality assurance activities to be discussed at the quarterly PEPs meetings along with any required actions.

PEPS panels 2027

MONTH	NAMES IN BY	PANEL	OUTCOME NOTIFIED
January	5TH	13TH	29TH
March	25TH	7th	23RD
July	7th	14th	21st
Oct	6th	13th	20th
Jan 2028	5th	12th	19th

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Lynda McDonald

Chair of PEPS Steering Group

28.11.23