

## Greater Manchester Practice Educator – FAQ's

### 1. How do I access the Practice Educator Training?

Please ensure you have consent from your manager first, then discuss with your workforce development/ placement lead for your organisation, or University placement lead if you are from a private or voluntary agency. Then they will then enrol you to the Course via Me Learning. For information about the course please go to: [GMSWA Practice Education Training Programme – GMSWA](#)

### 2. Is the training free?

This training is available and free to all our partners in the Greater Manchester Social Work Academy.

### 3. Can I access the training if I am employed by an agency outside of Greater Manchester?

This training is only available to our partners in Greater Manchester Social Work Academy. However, if you will be supporting a social work student from one of our Greater Manchester Universities then this can be considered on a case by case basis.

### 4. How long is the Practice Educator Training?

We provide a blended model for our training which involves Me Learning modules and a workbook (which you download once you start). After you have completed the modules, you will then be directed to book on a face-to-face workshop.

For stage 1 it is estimated that the training will take 35 hours so please ensure you have the time agreed with manager, Me learning modules (27hrs) + Workshop (6hrs) + Self Directed (2hrs) study = 35 Hour

For Stage 2 it is estimated that the training will take 11 hours, so please ensure you have the time agreed with manager Me learning modules (6hrs) + Workshop (4hrs) + Self Directed Study (1hr) = 11hrs

### 5. What happens after the training, how do I get allocated a student?

Once you have completed the training you will need to speak with your workforce development/ placement lead for your organisation or University placement lead if you are from a private or voluntary agency. They will discuss student placement applications and process with you.

### 6. When do social work students go out on placement?

This varies between October and February across all our four Greater Manchester Universities.

### 7. How do I submit my Practice Educator Portfolio?

Please email your portfolio electronically to your organisation's workforce development lead/ placement lead or University placement lead. If you are submitting from a Private or Voluntary agency, please contact the University who organised your student placement with you. All panels are now virtual so they will then send these on to the panel chair to be assessed.

Please ensure Portfolios are submitted by the advertised submission deadline which can be found at [PEPS – GMSWA](#)

**8. Is there a checklist to ensure I have included everything in my portfolio?**

Yes in your Practice Educator assessment packs for both stage 1 and stage 2, there is a portfolio checklist page which details the contents required for your portfolio submission. Copy of the packs can be found at [PEPS – GMSWA](#)

*Please note that portfolios should be anonymised before submission – see the dos and don'ts below also:*

Do	Don'ts
Do include your name	Do not leave in service user or family's details.
Do include your PE Mentor name	Do not leave in any contact details/ emails phone numbers etc.
Do include your observers name (if different to the PE mentor)	Do not leave in the agency/ organisational names.
	Do not leave any tutor names or details.
	Do not leave in any other professional's names and details.

**9. Can I submit my stage 1 PE Portfolio and 2 together to the panel?**

Yes, you can submit both together although it is not common practice – the stage 1 portfolio will be assessed first and providing you pass, the stage 2 portfolio can then be assessed. If you don't pass stage 1 then the stage 2 portfolio cannot be assessed.

**10. There has been a gap since my Practice Educator training and having student, will I still be able to have a student?**

Yes, however this depends on how long the gap is.

We advise that the Practice Educator training, working with a student and assessment of the candidate, should normally take place **within a 3-year period**. If you are outside of these timescales, this can be considered on a case-by-case basis by the PEPS panel chair.

However, if there has been a significant gap then we would advise that you complete a **refreshers course**. This is a one day course, with several workshops running throughout the year, please see our training brochure for dates and how to book: [Home – GMSWA](#).

**11. Do I have to support a social work student as part of my Practice Educator Training or can I support social Work apprentice?**

Yes as they are a social work student, however you will need to ensure that the role you carry out with the apprentice meets the BASW Practice Educator Professional Standards and that you are able to evidence your development in your Practice Educator Portfolio, for details for the Practice Educator assessment packs to go: [PEPS – GMSWA](#)

**12. For Stage 1 can I support a first-year social work student?**

Yes, however it is expected that Practice Educators completing stage 1, wherever possible, will take a final year student on placement as that is the need across Greater Manchester.

**13. What should I do if the student has left or not completed their placement, and I haven't had the opportunity to be directly observed supervising them?**

In most cases, it is expected that you will have ensured a direct observation of your supervision practice with the student or learner. However, if circumstances beyond your control have prevented this, you may arrange a supervision session with another student or learner. This is acceptable as long as the session is able to meet both their learning needs and the requirements for your observation

**14. I completed my Practice Educator training in an organisation outside of Greater Manchester, will my previous qualification be recognised in Greater Manchester?**

Yes, if you can provide evidence of your training i.e. a completion certificate

**15. What if I cannot find my certificate?**

You will need to provide testimonial evidence from your previous and current employer or university. Which can then be reviewed by of Practice Educator Professional Standards (PEPS) Group. In event that you can not provide any evidence of your training please speak with your placement lead for advice.

**16. I've lost my Practice Educator Training Certificate, is it possible to obtain a copy?**

Yes at the GMSWA we have a database of Practice Educators who have submitted their portfolios and passed. However please note that this database only started from **23<sup>rd</sup> June 2022**. If you submitted and passed prior to this date, then you can contact Salford University at Placements-CHSSC [placements-chssc@salford.ac.uk](mailto:placements-chssc@salford.ac.uk) to check the archives there.