Northumbria University
NEWCASTLE

SOCIAL WORK PORTAL

PRACTICE EDUCATOR/SUPERVISOR USER GUIDE

Placements & Internship Team

Version 1.8 – June 2023

Contents

1. Introduction

Welcome to Northumbria University and the Faculty of Health & Life Sciences.

The Practice Placements Team, in conjunction with the Practice Learning Lead, are responsible for organising placements that are required for Social Work students. The Practice Placement Team has a number of Coordinators and Administrators, each with responsibility for administering practice learning for a different Programme.

The Practice Placement Team are available:-

- **Monday to Thursday:** 08.30 – 17.00
- **Friday:** 08.30 – 16.30

practiceplacements@northumbria.ac.uk

The role of the Practice Learning Lead is to ensure the quality of the learning environment meets the standards set by the Professional, regulatory and statutory bodies. In order to achieve this they must work in partnership with representatives of the agencies providing placements, Programme Leaders, Educators and staff within the university.

The Practice Learning Lead for Social Work is Jeannine Hughes and can be contacted either via email Jeannine.hughes@northumbria.ac.uk.

1.1 What is the Social Work Portal?

Northumbria University's Social Work programmes meet the Standards set by Social Work England which demonstrates the quality of the provision.

The Portal allows all Practice Educators and Supervisors to undertake evaluation tasks as required with minimum disruption and effort. Practice Educators and Supervisors can view all students they are currently supporting/have supported on placement and highlights where a post placement evaluation is required.

1.2 How do I log-in to the Portal?

Full instructions are provided on page 5. The Social Work Portal is an online web tool that Educators and Supervisors will be able to access from any computer where the Internet is available.

If you happen to experience any difficulties logging into the Portal, you will be guided through what actions to take via helpful screen prompts.

1.3 How does it work?

Once a student has completed their placement, you will receive an email with the link to the web page where you can login.

The main "Placement Areas" page will display in red the number of evaluations required and at which placement location.

After an evaluation has been submitted, there will be no further action required within the Portal for that placement allocation.

1.4 How do I evaluate a placement(s) online?

Please follow the instructions in section 4, page 8 of this User Guide.

1.5 What happens with my evaluation data?

Please note in order for us to monitor and improve the quality of practice placements, the information you provide in your on-line placement evaluation questionnaire will be used to produce anonymised reports for Partner Placement providers. However, to support the quality enhancement of the practice placement and to meet the Programme requirements, Academic colleagues will be provided with reports that include the name of the person who has submitted the evaluation. Copies of completed evaluations from Practice Educators and Supervisors will only be shared with students in certain circumstances. You should note therefore that the information you provide may be shared and we would respectfully remind you to take this into consideration when making comments about individual members of staff/students or identifying specific placement areas.

Document Title: Social Work Portal Practice Educator/Supervisor User Guide
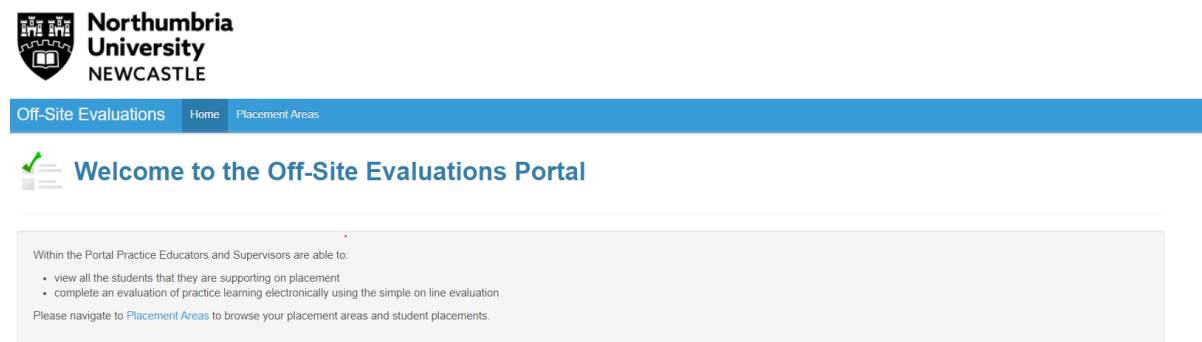**Document Control:** Version 1.8. Last Updated 22.06.23. Printed versions of this document may be out of date. Please refer to the Practice Placements Website at www.northumbria.ac.uk/hcesplacements for all current versions of documentation.
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All information entered into the Social Work Portal will be collected and managed in accordance with the Northumbria University General Data Protection Regulations notification and under the terms outlined within the Graduates and Placements Privacy Notice (available here).

2. **How to log-in to the Social Work Portal**

2.1 Open up **Internet Explorer** (or any other alternative browser) as normal.

2.2 The login page can be found at this address https://northumbria-socialwork.arcwebonline.com/evaluations .If you have not already done so, we recommend that you bookmark this address/add it to your Web Browser 'Favourites'. You will be taken to the login screen below. The **username** is your current email and your **password** can be confirmed by clicking on the forgotten password link - this will send an email reset link.

3. Navigating your way around the portal

3.1. Home screen

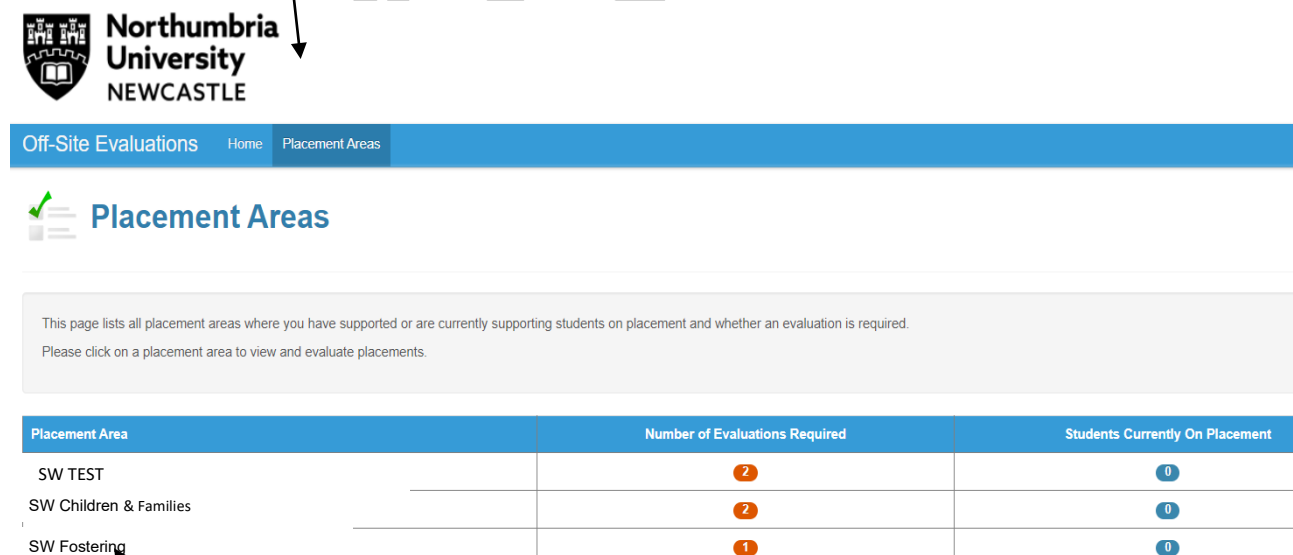You will automatically be taken to the Social Work Portal Home Page after login.

You can return to this page at any point by clicking on "Home".

3.2 Placement areas

In order to view details of placement areas, students and evaluations you will need to click on the "Placement Areas" tab at the top left.

All placement areas where you have supported or are currently supporting a Social Work student on placement will be listed. You will be able to view whether there are any students currently on placement and whether an evaluation is required.

By clicking on the Placement Area name, you will be able to view details of students on placement or to complete evaluations.

3.3 Students and evaluations

You will now be provided with a list of students who you have supported at this placement area. You will be able to view the student name, the service user focus of the placement, the date span of the placement, your role on this placement and whether an evaluation has been submitted.

All student names will appear below this title

The level of placement will display here

Date Span –the placement start and end date will show in these boxes

The role that you undertook for this placement will be shown here i.e. Practice Educator or Supervisor

Either a green tick or a red cross will show here to indicate if an evaluation has been submitted

This page lists all the students that you have supported or are currently supporting at this placement area.
You will also be able to view evaluations you have submitted previously and be prompted to complete an evaluation where required.

Students you supported on this Placement

Student	Placement Level	Date From	Date To	Your role on this placement	Have I Evaluated?	
Bloggs, Joe Smith, John	First Placement	15/11/2021	13/03/2022	Off Site Practice Educator	✖	Evaluate this placement…
	First Placement	15/11/2021	06/03/2022	Off Site Practice Educator	✖	Evaluate this placement…

Where a placement has finished and an evaluation has been submitted a green tick will be shown, you will be able to view the evaluation by clicking on "**View evaluation**".

Where a placement has finished but an evaluation has not been submitted a red cross will be shown and you will be able to submit your evaluation by clicking on "**Evaluate this placement**"

Where a placement has not yet finished and an evaluation is not required a red cross will be shown with a message "**Can't evaluate until placement is finished**".

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4. How to evaluate a placement

When a placement has ended and an evaluation is required, you will be able to see the words **"Evaluate this placement"** to the right of a red cross. Please click on this link.

This page lists all the students that you have supported or are currently supporting at this placement area.

You will also be able to view evaluations you have submitted previously and be prompted to complete an evaluation where required.

Students you supported on this Placement

Student	Placement Level	Date From	Date To	Your role on this placement	Have I Evaluated?	
Bloggs, Joe	Third Placement	03/03/2014	15/08/2014	On Site Practice Educator	✖	Can't evaluate until placement has finished.
Smith, John	Skills Day	13/06/2014	13/06/2014	Shadowing Day Contact	✔	View evaluation
Bloggs, Joe	Skills Day	09/05/2014	09/05/2014	Shadowing Day Contact	✖	Evaluate this placement...
Smith, John	Shadowing Day	14/03/2014	14/03/2014	Shadowing Day Contact	✖	Evaluate this placement...

Your evaluation of Practice Learning Experience form will look similar to the one below:

Evaluation of Practice Learning Experience

1: Was the placement presented to you in good time?

  ◯ Yes   ◯ No

If no, please comment

2: Were you satisfied with the setting up and confirmation arrangements?

  ◯ Yes   ◯ No

3: Were you satisfied with the information you received about:

The student

  ◯ Yes   ◯ No

The placement handbook

  ◯ Yes   ◯ No

Placement Policies and Procedures

  ◯ Yes   ◯ No

Links with and role of the University

  ◯ Yes   ◯ No

4: Was the student sufficiently well prepared to learn and be assessed?

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You need to answer all questions before you can submit the evaluation form. To submit the evaluation form, click on the **Submit Evaluation** button at the end of the questionnaire.
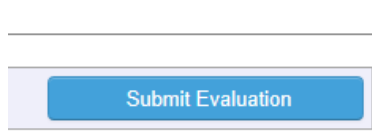
Submit Evaluation

Please note you are only able to complete the evaluation in one attempt, ie; you cannot complete part of it and save it to return to it later it must be completed and submitted at the same time.

On clicking "submit", you will be presented with a notice similar to the one below, if you are happy to submit your evaluation click on OK.

Message from webpage

Are you sure you wish to submit your evaluation?

Please note that once your evaluation is submitted, you cannot make any changes to it.

Press OK to submit your evaluation, or Cancel to continue editing.

OK   Cancel
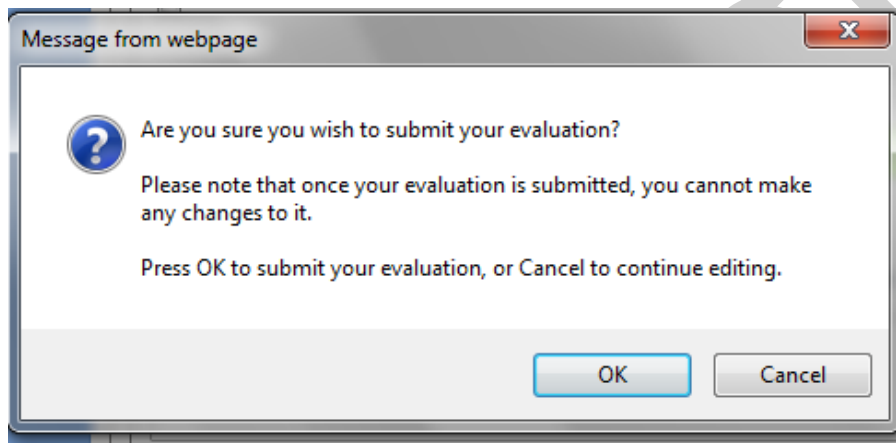
If you have more than one evaluation to complete due to supporting more than one student, please refer back to steps **3.2** onwards.

5 How to view evaluations

To view your evaluation response for any individual placement, at any time, simply click on the **"Placement Areas"** tab at the top left of the page.

Then click on to the placement area and "**View evaluation**"

supported on this Placement

Placement Level	Date From	Date To	Your role on this placement	Have I Evaluated?	
Third Placement	03/03/2014	15/08/2014	On Site Practice Educator	✖	Can't evaluate until placement has finished.
Skills Day	13/06/2014	13/06/2014	Shadowing Day Contact	✔	View evaluation
Skills Day	09/05/2014	09/05/2014	Shadowing Day Contact	✖	Evaluate this placement…

Your completed evaluation data for this specific placement will be displayed to you onscreen, (the answers you provided will be highlighted in yellow):

Yes **No**

If no, please comment

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2: Were you satisfied with the setting up and confirmation arrangements?

Yes No

3: Were you satisfied with the information you received about:

The student

Yes No

The placement handbook

Yes No

Placement Policies and Procedures

Yes No

*Links with and role of the University*

Yes No

4: Was the student sufficiently well prepared to learn and be assessed?

Yes No

5: Did you receive satisfactory support in relation to this placement from:

6. Logging out of the Social Work Portal

 Once you have submitted your evaluation and no further action is required, you must always log out correctly. To logout click on the "**Log out"** button.
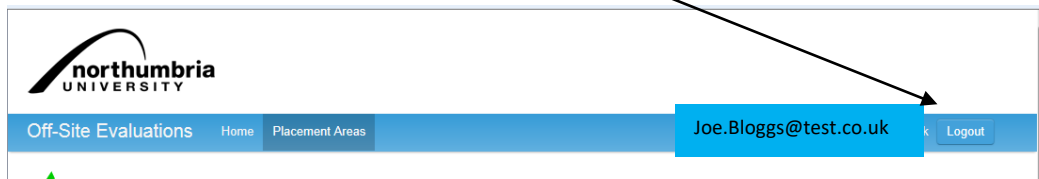
To log back into the Portal, refer to point 2.2 on page 5.