

## **Facilitating and assessing placement learning**

### **Learning contract/agreement**

#### **Process:**

In order to fulfil your role as a facilitator/assessor, it is important that you take responsibility for your own development. This should complement any appraisal or personal development activity you already undertake and the evidence of this update can be kept in your own professional portfolio. See the Placement Learning Unit web pages <http://shsc.brookes.ac.uk/plu/keeping-up-to-date-as-a-mentor-practice-assessor>

You should produce evidence of achievement of your update so that your manager can record it on the local register. It is advisable to gather this evidence between reviews. You can keep information in your mentor profile and portfolio of evidence <http://shsc.brookes.ac.uk/plu/nmc-standards>

**In order to meet revalidation requirements with your professional statutory regulatory body (e.g. NMC or HCPC), you should undertake a self- assessment of your performance in the role by considering the following:**

- Examine your professional body requirements/standards and self-assess if/how you meet them: see your professional body website or the Placement Learning Portal web pages
- What are my information needs (regarding the role/updating opportunities)?
- What are my areas of strength? How could I develop further?
- How has/will the level at which I am performing in relation to this role changed or developed within the last year (e.g. leadership roles, supporting others, coordinating, management and link roles etc.) and what further development needs do I have?
- How do I meet the roles and responsibilities
- How has feedback I have received in relation to the mentoring role (at appraisal and from students, university staff, and service staff) contributed to my development?
- How have discussions with my line manager, colleagues or University staff influenced my development?

**Identify someone who can validate this update – Discuss this with university link lecturer/line manager and identify a person who has a relevant facilitating/teaching qualification**

**Once you have identified your development needs you should produce a development plan (in line with your local arrangements) or produce a learning contract stating your objectives (example attached). Activities are considered relevant if they meet your own identified learning needs and are agreed on your learning contract. Types of activities you might wish to undertake:**

- Complete an update workbook available on the placement portal webpages
- Write a reflective account of any relevant development activity of at least 1000 words (this can be practice or education focused and should include some reference to literature)
- Attend a relevant conference, study day or course and write a brief summary report of personal learning (this can be practice or education focused)
- Attend an update session/workshop
- Set up and/or attend a local group/action learning set and meet with peers to problem solve and exchange development ideas
- Use meetings with colleagues to explore relevant practice education scenarios
- Spend time reading relevant, current literature in order to address knowledge gaps and write a brief report on the implications for your practice
- Undertake a development project in relation to the facilitation of student learning (such as an orientation pack, information board etc.)
- Examine a particular skill in depth (questioning, giving feedback, learning styles etc.). This may be an independent activity or through attendance at a workshop.
- Write up a case report or critical incident analysis relating to your role as a facilitator/assessor
- Be observed carrying out activities relating to the facilitation of another's learning and produce a reflective account as a result of feedback you receive.

### **How will I demonstrate achievement?**

The following two pages are designed to help you record your plans and provide evidence of your achievement

## **Update Learning contract/agreement:**

What do I want to learn (objectives need to be specific measurable, achievable, realistic and time- related)?

How will I demonstrate achievement?

What support/resources do I need?

When will I complete this by?

Who will validate my achievement? (this is negotiated, can be university staff/practitioner/ service line manager or other qualified facilitator/assessor)

**Validation of Update (facilitating and assessing placement learning)**

Name (please print)

Place of work (Trust/PCT/Employer)

The following evidence has been observed demonstrating that the above individual has personally and professionally updated in their role as facilitator/assessor: Include any additional qualifications gained.

Name of person validating ..... Job Title.....

Signed ..... Date.....

Name of Line Manager/university staff (If different from above).....

Signature ..... Date.....

Any comments regarding the process of update;

Number of students/learners mentored in the last 12 months

Type of students/learners (e.g. pre-reg/post- reg/adaptation/return to nursing)

**Copy for own records/ personal development portfolio. Plus copy for service manager.**