**Practice Educator Training**

# Report Writing

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# Reviews and Reports

This session of the training for practice educators will discuss the mid-way review, the midway report and the final report. All of the components of the placement will inform the report and it may be useful to remind ourselves of the complex process that practice educators are required to manage:

# Observed Practice

#  Reflective Practice

**Student’s Work**

**Reviews**

# Assessment

# Adult Learning

**Final Report**

# Supervision

# Planning and Management

Participants will have an opportunity to critique real reports. This is intended to support participants to identify good practice and think about their own approach to report writing.

# The Mid Placement Review

## Each placement requires a Mid Placement Review

## The date for this should be agreed at the Placement Agreement Meeting

## The Mid Placement Review should involve all parties who were involved in drawing up the Placement/Learning Agreement/Contract

## The purpose is

## to assess the student’s progress to date against the National Occupational Standards

## to review the Learning Agreement/Contract

## to address any concerns via an Action Plan

## to make clear recommendations for the remainder of the placement

# PE Preparation for the Meeting

## National Occupational Standards

## Learning needs

## Is the student likely to pass?

## Are there any concerns/issues to address?

## Read the programme’s guidance for the review and the report

# Prepare the Students for the Meeting

## Their input

## Your input

## The review should relate to the mid placement report

# The Role of the Tutor

## Facilitating the review

## Minuting the review

## Assisting in clarifying that National Occupational Standards are being demonstrated and that learning needs are being met

## Addressing any concerns – key role in action planning

## Giving information about programme processes about concerns

## Ensuring that there is clarity about deadlines

## Explaining the programme’s assessment structure

## Giving the PE copies of the programme’s evaluation sheet

# The Mid Placement Report

## Include a brief description of the agency

## Include the placement agreement

## Summarise the student’s achievement, including particular strengths and ongoing learning needs

### Workload

## Identify how National Occupational Standards are being evidenced

## Give examples that demonstrate the student’s ability in reaction to the Key Roles and Values & Ethics

## Address any difficulties

## Make clear recommendations for the remainder of the placement

### Student’s development

### Future learning needs

* + workload

## Involve the student

### Reading

### Commenting

### Signing

## Consider:

## Who/what will support you in writing the report

## Who contributes to the report writing?

* How long should it be?

## **How long is a piece of string?**

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## **The more done at the mid way point, the less that has to be done at the end**

**Always read the placement handbook provided by the programme. Programmes vary in their expectations and there may be changes year on year.**

# Writing the Final Report

## **Possible Issues**

## length

## time to prepare/write it

## structure

## choosing evidence

## cross referencing to the student’s work

## integrating the values & ethics or code of practice

# The Final Report Should:

## build on the mid-way report

## set the context

### briefly outline the agency; briefly outline the student’s workload

## show sources of evidence

## give specific examples of ability being met, with reference to the key roles of the national occupational standards

## address values & ethics

## relate to the student’s work

## be structured

## be anonymised

## be objective

## make recommendations for future learning

## make a clear pass/refer/defer/fail recommendation

## should not contain any surprises

## identify any gaps

## show what was done to address difficulties

## be honest

## have been read and signed by the student – who has an opportunity to comment on it

**Always read the placement handbook provided by the programme. Programmes vary in their expectations and there may be changes year on year.**