DOCTORAL PROGRAMME IN EDUCATIONAL PSYCHOLOGY: Placement Handbook

### Appendix 4: Placement Learning: Weekly Log Years 2 and 3

Last updated: November 2022

The following Placement Learning Weekly Log should be used to record:

* Daily activity for each day of placement learning (130 days across each of Years 2 and 3). Each day should be signed by the appropriate supervisor/supervision co-ordinator.
* Reflections on the learning resulting from key activities during the week. Trainees are free to complete this second section in whatever style works best for them. It is expected that the amount written in this section will reflect the week which has passed, with some weeks having longer entries where there is a lot to process and reflect upon and some weeks having much shorter entries because tasks undertaken were repeated or admin activities in which less new learning took place.

Weekly reflective commentaries serve the following purposes:

* Reflecting on an activity increases the learning arising from it.
* Reflection on practice is a key HCPC SOP (11.1 understand the value of reflection on practice and the need to record the outcome of such reflection).
* Written reflections serve as an important source of evidence for the BPS log of competencies submitted at the end of the year since we do not require individual reflections against each competency in the BPS profile of competencies.

Additionally:

* Trainees may wish to share their reflections with their supervisors, and supervisors might like to add comments of their own in response, however they are not required to sign off reflections. Meeting HCPC 11.1 will be determined across the work file.
* Trainees are not required to identify BPS competencies in their weekly reflections (however doing so might make things easier when it comes to evidencing the BPS log at the end of the year).
* Trainees are invited to reflect openly and honestly in their commentaries. Accordingly, all names (including the names of schools and other organisations) should be anonymised and the logs should be stored securely in case any specific details might enable others to 'de-anonymise' the issue being written about through their own knowledge of it or through other information available to them.

Completed logs - with supervisor signatures for the daily activity tables - should be submitted, as part of the practical work file, at the end of the year.

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| **UNIVERSITY OF SOUTHAMPTON DOCTORAL PROGRAMME IN EDUCATIONAL PSYCHOLOGY**  **Placement Learning: Weekly Log** | | | **Year 2 3** (Please circle)  One daily log to be completed for each day of placement learning (including time spent working at home on reports, etc. for the local authority) to a total of 130 in each of years 2 and 3. |
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| **Date:** | | **Supervision co-ordinator/ supervisor signature:** |  |
| **Time** | **Location** | | **Activities carried out** |
| 09.00 |  | |  |
| 10.00 |  | |
| 11.00 |  | |
| 12.00 |  | |
| 13.00 |  | |
| 14.00 |  | |
| 15.00 |  | |
| 16.00 |  | |
| 17.00 |  | |
|  | | | |
| **Date:** | | **Supervision co-ordinator/ supervisor signature:** |  |
| **Time** | **Location** | | **Activities carried out** |
| 09.00 |  | |  |
| 10.00 |  | |
| 11.00 |  | |
| 12.00 |  | |
| 13.00 |  | |
| 14.00 |  | |
| 15.00 |  | |
| 16.00 |  | |
| 17.00 |  | |
|  | | | |
| **Date:** | | **Supervision co-ordinator/ supervisor signature:** |  |
| **Time** | **Location** | | **Activities carried out** |
| 09.00 |  | |  |
| 10.00 |  | |
| 11.00 |  | |
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| **Learning points/personal reflection**  *This section can be completed either daily or weekly, depending on your preference.* The content of this section should reflect key activities undertaken and experiences arising from them, with a focus on what you have learned as a result. it is expected, then, that some entries will require more reflection and some less. |