DOCTORAL PROGRAMME IN EDUCATIONAL PSYCHOLOGY: Placement Handbook

### Appendix 6: Placement Learning Supervision Record

Last updated: August 2022

The following Placement Learning Supervision Record should be completed to record each session of formal supervision between the trainee and supervisor, supervision co-ordinator or fieldwork facilitator. The equivalent of ½ hour of formal supervision should be provided by the local authority for each day spent on placement in Year 2 and 3. In Year 1, this form should be completed in the monitored casework phase to record supervision between the trainee and the field tutor.

Completed supervision records should be submitted to the University as part of the practical work file at the end of the year.

**UNIVERSITY OF SOUTHAMPTON, DOCTORAL PROGRAMME IN EDUCATIONAL PSYCHOLOGY**

**Placement Learning : Supervision Record**

One placement learning supervision record should be completed for each formal supervision meeting during the placement. There is a requirement for Year 2 and Year 3 that trainees receive half an hour of formal supervision per day spent on placement, making a supervision meeting during an average Year 2/3 placement week likely to last for 90 minutes. Any issues discussed and actions agreed should be recorded. Both parties should sign the record and, by doing so, acknowledge their agreement that it is an accurate record of the main points of the conversation.

For the purposes of this document the term supervisor could relate to the Field Tutor (Year 1), supervision co-ordinator or fieldwork facilitator (Year 2) or supervisor (Year 3). Within the context of TEP supervision, the supervisor plays and integrates a number of important roles (e.g. as educator, provider of support and quality assurer, Hawkins and Shohet, 2022) within a relationship-based approach.

**Trainee Supervisor**

**Date Time:** from to

|  |  |
| --- | --- |
| **Agenda items (from trainee & supervisor)** | **Action agreed** |
| Wellbeing and work/life/thesis balance |  |
|  |  |
| Competencies discussed/evidenced: | |

Trainee signature ………………………………………. Supervisor signature ………………………………………………….