



Final Review Meeting

The final review meeting should be attended by the student, Practice Educator, Placement Supervisor (if this is a separate role) and Link Tutor. It will take place in the last two weeks of the placement and be held at the placement.

Preparation should take place by discussing the sections on Mahara completed by the student and the contents of the Record, during a (three-way if there is a Placement Supervisor) supervision session in advance of the meeting. The paperwork should be sent to the Link Tutor 2 days prior to the Final Review meeting taking place

Students should prepare by completing the **Summary of learning and work undertaken since the mid-point review meeting** on the Final Review meeting page on Mahara. This section should include specific details about the number, type and range of cases worked with **since** the Midpoint Review, being specific about the context for the service user in relation to age, ethnicity and need (being mindful to keep this brief to ensure confidentiality) and the tasks undertaken. They should document their specific use of social work skills, theories, methods of intervention, legislation, policy and research, all appropriately referenced. This should be completed in sufficient time for the three way meeting. The student will also need to print this section off for discussion.

It is important that dates of all supervision **since the mid-point** and who undertook that supervision, (using PEd or PS) are recorded on the Final Review Meeting form. Similarly, any health and safety issues that have arisen since midpoint must be documented.

The Practice Educator will provide evidence, through completion of the personal development plan review and specific commentary relating back to the learning needs identified at the mid-point. The Practice Educator should clearly indicate within their commentary how the evidence meets the Professional Capabilities Framework (BASW, 2018) (which incorporates the Guidance on Conduct and Ethics (HCPC, 2016). This is also the time where the Practice Educator and Placement Supervisor (if applicable) confirm that their report will indicate that the student has met the capabilities at the appropriate level and it may be useful for the Practice Educator to have a draft final report available for discussion.

The Link Tutor has to be satisfied that there are no outstanding elements of the assessment requirements e.g. a direct observation. Where there are any outstanding matters this should be noted together with anticipated completion dates. The final element is a clear description of the student's disengagement from the placement, i.e. what tasks remain for the student to complete, close or transfer cases and how this is being managed; how any outstanding TOIL or study leave will be taken, re, the handing in of keys or passes and other associated admin tasks. This may also use this as an opportunity to review the quality of the placement as relevant to each member. The Link Tutor should ensure that everyone is aware of their responsibilities to complete the QAPL on-line survey, noting that the student should submit a copy of theirs within their on-line portfolio.

Final Review Meeting Record

Student name	
Confirm placement end date	
Confirm submission date	

Dates of supervision since mid-point review meeting (list all dates indicating in brackets whether this has been by P.S or P.Ed)	
Health and Safety incidents that may have arisen (please ensure that any incidents are noted in relation to what they were, what the impact was and how they were addressed. These should cover both physical and mental health issues).	

Action Plan Review (if applicable)		
Have all actions within the action plan been achieved?	Yes []	No []
If no please document what is outstanding and the timescales for completion.		

Direct Observation Review		
Have all taken place?	Yes []	No []
If no please document what is outstanding and the timescales for completion.		

Mid-point Personal Development Plan Review			
Identified learning need	Learning opportunities undertaken	Outcome Achieved	PCF Domain met

Student disengagement from the placement, actions to be completed			

Signatures of those attending	
Student	
Placement Supervisor	
Practice Educator	
Link Tutor	
Date	