Onsite Supervisor ePAD Guide

Welcome to the Onsite Supervisor ePAD Guide. ePAD is an online platform that students and Practice Educators use to complete all placement related documents.

As an Onsite Supervisor you will not need direct access to the system but will receive email notifications with links to particular entries or forms that you may need to complete. These will appear in your inbox as being sent from the ePAD Helpdesk as follows: epadhelpdesk@essex.ac.uk

Below are details of the forms that you are likely to receive.

Attendance Logged by the Student

Accurate records of attendance are required on ePAD. This is to comply with the requirements of the course and Social Work England as the regulator. There is an additional level of monitoring for international students by the International Services Team who ensure compliance with Home Office regulations. Thus, it is important that attendance is logged and approved **on a weekly basis**.

Students are responsible for logging their attendance on the system. First placement students complete 70 days and final placements are 100 days. They need to enter the week of placement in sequence starting from week 1, the date of the first day in that given week and the number of days completed in that week.

Example:

Week 1	Date: 14.10.2024	No of days completed = 4
Week 2	Date: 21.10.2024	No of days completed = 4
Week 3	Date: 28.10.2024	No of days completed = 4

Attendance logs need to be signed by whoever physically sees or has daily contact with the student on placement, which is more likely to be the Onsite Supervisor. This authorisation can be done in one of two ways:

1. If the student can share their screen in person while on placement, both need to sign the entry on screen and then it is submitted by clicking on **'submit'**.

2. Alternatively, the student can send the attendance log by email with a link where the entry can be accessed. This entry will not be visible on ePAD or accessible to the student until it is approved. Click on the link and then on **'submit'**.

NB: If there are any errors in the entry do not 'submit' and make the student aware, who will need to contact the placements team to have this returned to draft for correction.

Learning Agreement

The student is responsible for completing their Learning Agreement document but will need input from you through discussion in relation to induction, practical arrangements and learning opportunities/activities.

Observation

The Onsite Supervisor can complete **one** of the student's direct observations on placement. The student should send their preparation document at least two days before the observation. The student or practice educator should send the Practice Educator Feedback form by email with a link to access the document. Once the observation has taken place complete this form and click on **'submit'.**

Any parts of the document of which you are unsure, for example linking to the PCF's or Social Work England standards, should be discussed and agreed with the student and practice educator after the observation.

Service User and Professional Feedback

There is no prescribed format for feedback as placement settings are diverse. Students are encouraged to use the templates or methods already in place in the setting. Word, pdf and images can be uploaded on ePAD and any verbal feedback transcribed and verified. Students need to obtain 3-5 pieces of each feedback and they are required to be anonymised.

Midway

Brief written feedback will be included in the practice educator midway report. This can be completed as a word document or in an email shared with the student and practice educator by an agreed date in advance of the Midway meeting.

Supervision

All supervision discussions need to be recorded and uploaded. Responsibility for writing up the supervision notes need to be agreed from the start of the placement and regularly added onto ePAD by the student.

Final Report

The template for the Onsite Supervisor Final Report should be sent by the student or Practice Educator by email with a link to access the document at least 2 weeks before

the student's last placement day. This should be completed and submitted by clicking on **'submit'** by an agreed date.