

Practice Educator ePAD User Guide

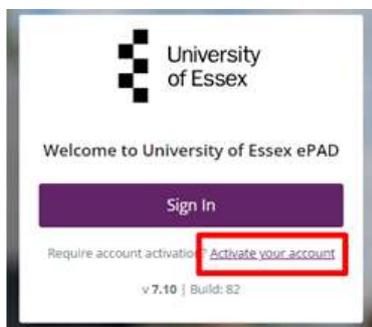
Welcome to the Practice Educator ePAD User Guide. It is intended to take you through the steps to follow and the requirements of all parts of the placement workbook. Everything completed on ePAD remains on the system and does not need to be submitted by the student on FASER.

If you are an offsite Practice Educator, please note that the student's Onsite Supervisor will **not have access** to ePAD and will complete any required documents through an emailed link.

Access and Sign in

Existing ePAD users can sign in using their email and password. If the password needs to be reset this can be done on the log in page through the **reset password** link.

Where an account had been allocated by the student for new users but not activated, go to <https://essex.epads.mkmapps.com/#/> and click on '**Activate your account**' under the sign in button.



When the student allocates you to their ePAD this will set up an account for your access if you do not already have one. An email will be sent with instructions on how to create a password and activate the account. Once this is activated you can log on using the link below and sign in using your email and password:

[University of Essex ePAD.](https://essex.epads.mkmapps.com/#/)



Sign in with your username and password

Sign in name

socialworkplacements@essex.ac.uk

Password [Forgot your password?](#)

Sign in

Activate Windows
Go to Settings to activate Wi

You will be directed upon signing in to complete a declaration which will include your Social Work England registration number.

Multiple students

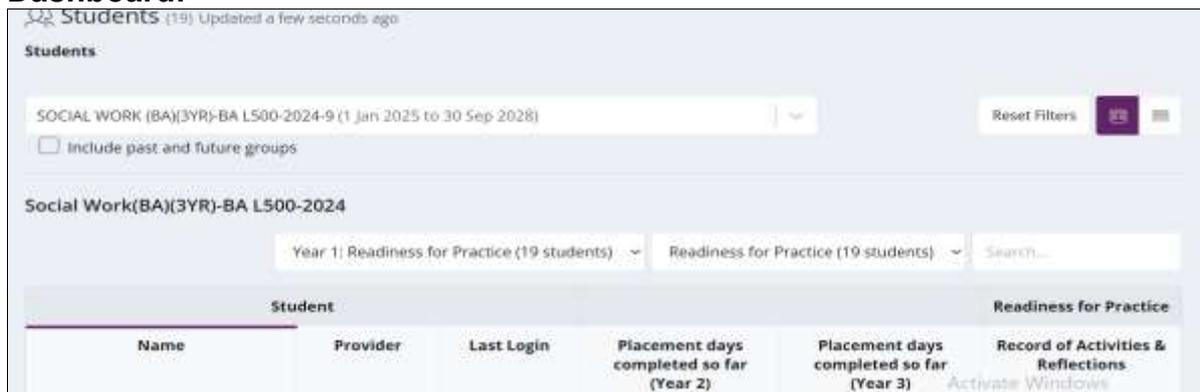
If you are allocated two or more students you can search for a particular student by name or select them from the dashboard which will list all allocated students.

Individual search:



The screenshot shows a search box titled "Find Student". Below the title is a text input field with the placeholder text "Search student by name, email, Student Number or username (Minimum 3 characters)". To the right of the input field is a dark grey button labeled "Search".

Dashboard:



The screenshot shows the "Students" dashboard. At the top, it says "Students (19) Updated a few seconds ago". Below this is a filter bar with a dropdown menu showing "SOCIAL WORK (BA)(3YR)-BA L500-2024-9 (1 Jan 2025 to 30 Sep 2028)", a "Reset Filters" button, and a menu icon. There is also a checkbox for "Include past and future groups". Below the filter bar, the dashboard shows "Social Work(BA)(3YR)-BA L500-2024" with two dropdown menus for "Year 1: Readiness for Practice (19 students)" and "Readiness for Practice (19 students)", and a "Search..." field. Below this is a table with columns: "Student", "Name", "Provider", "Last Login", "Placement days completed so far (Year 2)", "Placement days completed so far (Year 3)", and "Record of Activities & Reflections". The "Record of Activities & Reflections" column has a sub-column "Readiness for Practice" and a link "Activate Windows".

Dates visible on ePAD

The dates visible on ePAD is the period during which you will have access to the system. This does not directly relate to your student(s) individual placement timeline or completion of the workbook.

WARNING!

The completion of the workbook for each student is 3 weeks from their last day of placement.

There may be circumstances where this completion period is shorter i.e. should the student finish placement closer to the date of the exam board. Should the placement extend beyond the date shown on ePAD this will be adjusted by the social work

placements team to ensure that you have access to the system until your student has completed their placement.

Readiness for Practice Pre-Placement Checklist

This is a checklist to be completed by the student before or as soon as placement commences. It is reviewed and signed by the Student Advisor (previously Placement Tutor and still appears as this role on ePAD).

Confidentiality Statement

The confidentiality statement should be read at the start of the placement and signed on screen by the student in the signature box at the end of placement to confirm that all documents have been appropriately anonymised.

Note that this includes not using the names of professionals, organisations or areas. Students are permitted to use the name of their placement setting, Practice Educator, Onsite Supervisor and Student Advisor. Please refer to the Workbook Guidance on ePAD for further information.

Logging Attendance 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.

WARNING!

Logging attendance **must be completed weekly** by the student usually on the last day attended in any given week.

Attendance tab – Attendance – complete new

Week

Placement week which follows in sequence starting from week 1. This does not follow academic weeks in the timetable but weeks in placement. Thus, regardless of start date of placement, this will be week 1.

Date

First date of placement for that week.

Number of days completed

Number of days completed for that week. The requirement is a minimum of 7 hours excluding any breaks to count as a placement day. The system does not have the

facility to count hours or part days. If this is needed for any reason, for example a medical appointment, then this has to be agreed with the Practice Educator and Onsite Supervisor and the day recorded in the week when the hours are made up.

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

A cumulative total of days will show on the front sheet.

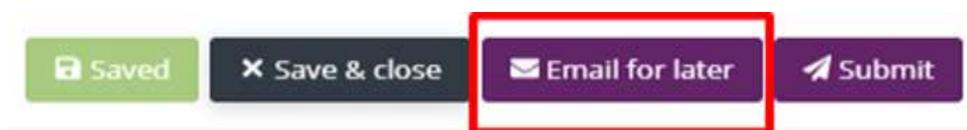
Authorisation by Onsite Supervisor or Practice Educator

Once an attendance log/entry is completed by the student on ePAD it should be approved and signed by the Onsite Supervisor or Practice Educator. Attendance logs need to be signed by whoever physically sees or has daily contact with the student on placement. This authorisation can be done in one of two ways:

1. If the student can share their screen with the Onsite Supervisor or Practice Educator in person while on placement, both need to sign the entry on screen and then it is submitted by clicking on **'submit'**.
2. If the Onsite Supervisor or Practice Educator is not present in placement or available in person, then the student can send the attendance log to the Onsite Supervisor or Practice Educator via **'email for later'** using the tab in the top right corner of the screen. This will send an 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.

It follows these steps:

Email for later – enter recipient name and email – submit – ok





This is a link to a quick guide on using the ‘**email for later**’ function:

<https://panopto.essex.ac.uk/Panopto/Pages/Embed.aspx?id=41e94265-0e49-45ba-8168-b1f100fd5c6b>

Learning Agreement

The Learning Agreement is the first document that the student will complete. While the Onsite Supervisor and Practice Educator will contribute to the content through discussion, the completion of the document is the student’s responsibility. A completed version has to be submitted on ePAD **no later than 2 working days before** the planned Learning Agreement meeting date.

You can request a working version of the document which the student can send to you via ‘**email for later**’ and you can review and suggest further amendments and ‘**submit**’. The student can click on ‘**complete new**’ and the existing content will be available in a new draft which enables them to make further changes. This process can be repeated several times until a final version is agreed. The latest version of the document will always appear at the top.

The signatures in section 10 are only completed once the Learning Agreement meeting has taken place and all content in the document has been agreed. The student, Practice Educator and Student Advisor will need to click on ‘**complete new**’ and sign on screen in the relevant signature box.

Observation

In the first placement the student will complete a minimum of 3 and in the final placement a minimum of 4 direct observations. The observation document has three parts:

- **Student preparation** – The student should complete this at least two days before the planned observation. Once it is completed, they click on **‘submit’** and this will then be visible to you on ePAD.
- **Practice Educator feedback** – You will complete the Practice Educator feedback on ePAD after the observation has taken place. The template includes any feedback obtained from the individual(s) observed. You can save a draft of the document on ePAD while working on it as drafts are not visible to anyone else. Once you click on **‘submit’** the feedback will be visible to the student and Student Advisor on ePAD.
- **Student reflection** – The student completes this once they have received your feedback and will click on **‘submit’** to make this visible to you on ePAD.

If there is an Onsite Supervisor or other Practice Educators in the setting, they are able to complete **one** of the student’s observations. You will need to click on **‘complete new’** and send the Practice Educator feedback form to the observer via **‘email for later’**. The observer will receive this through an email with a link. They need to click on the link to access the form and then click on **‘submit’** once completed.

Critical reflections

In the first placement the student will complete a minimum of 3 and in the final placement a minimum of 4 critical reflections. The student will need to send their completed critical reflections to you via **‘email for later’** for feedback. You will receive this through an email with a link.

Once you have provided suggestions for development and added your feedback, this can be made visible on ePAD by clicking on **‘submit’**. You or the student can make any further changes by clicking on **‘complete new’**. Agree with the student whether you want them to send the revised version to you again via **‘email for later’** for further review or if they can **‘submit’** once the changes have been completed. This process can be repeated several times with the latest version appearing at the top.

Service User and Professional Feedback

There is no prescribed format for feedback as placement settings are diverse and there is an expectation that this is adapted to the individual(s). Word, pdf and images can be uploaded and any verbal feedback transcribed and verified. **A minimum of 3 service user and 3 professional feedback is required.**

WARNING!

Service user feedback uploaded in this section (3-5 pieces) are **in addition** to any feedback obtained from direct observations.

Professional feedback can include colleagues, apart from the Onsite Supervisor, but ideally should also include at least one professional external to the organisation or from a different discipline.

Midway

The Midway is completed when the student is halfway through their placement. The report has three parts:

- **Overview & Student Social Worker Progress Report** – The student will complete this in advance of the midway meeting by a date agreed with you. This is their reflection on their progress and development on the placement as they approach the midway point. When this is completed, the student needs to click on **'submit'** to make this visible on ePAD.
- **Practice Educator Progress Report** – You will complete the report at least two days in advance of the Midway meeting and **'submit'**. This will make the report visible to the student and Student Advisor on ePAD.
- **Domain Specific Assessment** – You will complete this at least two days in advance of the Midway meeting to give an indication of the student's progress against the PCF's at midway point and **'submit'**.

Interventions Log

Entries should be added to the Interventions Log by the student throughout the placement. They should be brief and include links to the PCF's. When an entry is completed, it should be submitted by the student by clicking on **'submit'**. You should be able to view the Interventions Log with new entries on ePAD prior to every supervision and provide feed forward feedback for development.

Supervision

All supervision discussions with the Practice Educator and Onsite Supervisor 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.

Final Report

The Onsite Supervisor report (if applicable) should be sent by the student or Practice Educator via **'email for later'** at least 2 weeks before the end of placement with an agreed date for this to be submitted and available on ePAD. The Onsite Supervisor will receive an email with a link to access the form and click on **'submit'** when it is completed.

The student needs to complete and upload all documents and feedback no later than **3 working days** after their last day on placement.

The Final Report has four parts and is to be completed and submitted by the Practice Educator within **2 weeks** of the student's last day on placement:

- **Section 1** – Overview of placement details and Summary of Evidence list of documents used to support the assessment of the student. The list is to facilitate the cross referencing of supporting documents in sections 2 and 3 and no narrative comments are written in this part of the report.
- **Section 2** – Feedback on overall capability and assessment of future learning needs.
- **Section 3** – Domain specific feedback with examples.
- **Section 4** – Recommendation and signature. Please note that if you are undertaking the Practice Educator course the Final Report needs to be sent to your mentor via '**email for later**' for countersigning.

Once the Final Report is submitted the student and Student Advisor can click on '**complete new**' to add their comments in section 2 and sign in section 4.