



**Faculty of Wellbeing,  
Education & Language Studies**

Social Work

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Dear Practice educator

### **Practice assessing for the Open University degree in social work**

Thank you for acting as a practice educator for a student on our social work degree programme. This envelope contains important information for you to complete your role:

- copies of the **Practice learning guide**: one for England, one for Scotland and one for Northern Ireland. Please use **only** the guide that is relevant to the nation in which you practice. The Practice learning guide provides detailed information about practice assessment on the OU social work degree, including when and where to submit the assessment forms.
- the **Practice assessment report Checklist**: This provides a quick reference to the requirements of the final PAR report you will be asked to submit, with your 'pass/fail' recommendation for the student. It is essential that all elements of this report are included to avoid a delay in the student's module result, and you will be able to collect them during the period of the student's placement.

### **Agency Website**

**We strongly recommend that you obtain access to the OU Social Work Agency website (<http://learn2.open.ac.uk/site/sw-agency/>) as soon as your student starts their placement.**

This website provides access to all of the practice learning guidance, copies of the forms, and links to websites and documents relevant to practice assessment.

- To obtain access to the website, send your full name (including middle name), full address and date of birth by email to [wels-sw-practice@open.ac.uk](mailto:wels-sw-practice@open.ac.uk). A username and password will be generated and forwarded to you, along with information on how to access the site.

## **Submitting forms to the OU**

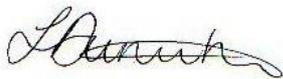
Submission dates are essential to the smooth processing of reviewing, marking and providing results for students. It is important that you note the information provided on the back cover of the Practice learning guide, which clarifies who should submit which forms, and by when.

## **Workplace supervisor**

If your student has been appointed a workplace supervisor, please check that they have forwarded the envelope included within the module mailing to the workplace supervisor.

If the contents of the envelope are damaged, please contact me at [wels-sw-practice@open.ac.uk](mailto:wels-sw-practice@open.ac.uk).

Yours sincerely



## **Sarah Dumbleton**

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Faculty of Wellbeing, Education and Language Studies

**SUP100877**