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| Concerns process initial meeting |
| Guidance: Concerns meetings can be instigated at any point in a PLO where there are issues related to a student’s suitability and/or capability (e.g. there are concerns that the student is at risk of failing). The primary purpose of the concerns process is to identify opportunities for improvement and/or additional support. Wherever possible students should remain in a PLO for the duration of the specified time for their level of study. This said, a student may be asked to leave a PLO where their conduct is felt to pose a risk to safety or welfare of people using a service.Concerns meetings should be chaired and recorded by tutors. The time and location of any concerns meeting will be set by the tutor. Students have the right to bring a representative from the Student’s Union to any meeting. All parties will be sent copies of the meeting minutes and any resulting action plan. Where appropriate, information regarding a concerns process may form the basis for a referral and/or part of an ongoing suitability/fitness-to-practise/disciplinary process(es). The MASW Programme Director and Chair of the Practice Assessment Panel will be informed of any concerns meeting and action plans. |
| Student information |
| Student name |  |
| Practice Educator |  |
| On-Site Supervisor |  |
| Tutor |  |
| Meeting information |
| Meeting date |  |
| Location |  |
| People present at meeting |  |
| Concern details and action planning |
| **Concern(s)** | **Evidence** | **Mapping to National Occupational Standards (NOS) and Code of Professional Practice (CoPP)** | **Action(s) needed to effect positive and sustained change** |
| Numbered bullet points should be utilised to aid with clearly identification of information. | This should include: (i) specific dates, times and details of incidents, etc.; (ii) evidence may be added as appendices to and cross-referenced in below. | Tutors should take the lead in mapping concerns to the NOS and CoPP. | This should include: (i) clear identification of responsibilities; (ii) timescales; (iii) indicators of how it will be apparent an identified action/change has been met/achieved. |
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| Summary comments and additional information |
| Please note: All parties are invited to record comments in this section; however, not including comments and/or signing below will not prevent this information being entered to a PAP and/or used in any Fitness-to-Practice (or associated suitability) processes. |
| Student |  |
| Practice Educator |  |
| On-Site Supervisor |  |
| Tutor |  |
| Other |  |
| Review meeting |
| Date and time |  |
| Location |  |
| Confirmation and signatures |
|  | Name | Signature | Date |
| Student |  |  |  |
| Practice Educator |  |  |  |
| On-Site Supervisor |  |  |  |
| Tutor |  |  |  |
| Other |  |  |  |