

Supervision Quick Guide

◆ Frequency and Expectations

- Students must have **at least 90 minutes of protected supervision time every five placement days**, with their Practice Educator (PE) and/or On-Site Supervisor (OSS).
 - Supervision time may be made up of individual, group, or informal sessions, and can be split across the week, provided it totals 90 minutes.
 - If the PE is **off-site**, they must meet with the student at least once every **ten placement days**. The OSS should provide additional supervision as needed to meet the 90-minute requirement.
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◆ Before Supervision

Student:

- Prepare (draft agenda, identify questions, practice dilemmas, reflections, learning needs).

PE / OSS:

- Review the student's draft agenda and consider what else needs to be discussed.
 - Ensure there is sufficient protected time and space for supervision to take place.
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◆ After Supervision

- Records must be kept of every discussion and stored securely by the PE.
 - If supervision discussions relate to people with care and support needs / carers, a note must be recorded on the host organisation's system, in line with local policies.
 - All supervision records included in the student's portfolio must use the university template, available here: <https://cascadewales.org/masw/>
 - Other supervision records not included in the portfolio can be made using another suitable template as preferred by the PE / OSS.
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◆ AI Tools and Recording Supervision

- AI tools (e.g., Magic Notes) may be used to help with supervision recording **only if formally approved by the host organisation**.
- Any AI-generated text must be reviewed carefully by the PE or OSS to ensure it is accurate, anonymised, and does not breach confidentiality.