**Practice Placement Standards Working Group (WG) Brief**

The Practice Placement Guidelines were published in 2017. The need for these Guidelines was identified by the educational providers in order to support the CLD Sector in their work with Student CLD Practitioners. At the time of launch it was felt that it needed more resources to support the process.

The aim of this working group is to clarify roles and responsibilities and promote consistent high quality CLD practice Standards by creating online resources/processes. It will be seen as the minimum standard for practice placement, augmented by/closely aligned with the existing processes for each individual educational provider.

The working group are tasked with:

* Reviewing the suggested Standards for Practice Placement in CLD, Co-owned Support Resource Pack
* Is the pack fit for purpose?
* Is there another approach we could take?
* Confirming any templates still to be created and agree who will work on them
* Confirming the titles of documents etc.
* Ensuring that the associated documents reflect the changes agreed – Approval Standards, Supervisor Learning and Website etc
* Proof reading of all materials created
* Discuss and create Promotion Plan for the material
* Prepare a paper for sign off by Executive Committee.

Areas of focus suggested by Approval Committee:

1) Consider the draft suggested Standards for Practice Placement in CLD, Co-owned Support Resource Pack a) Is this the type of thing the Sector wants? B) Capture details of other documents/templates that need to be created to support the process

2) IF above is not thought to be appropriate devise the alternative plan

3) Whatever format is decided on will this be an online resource or would we want to print it?

4) Consider if the changes above impact on any other areas of work or documents? Create an action plan as required. Website, Supervisor Learning, Approval standards etc

5) Ensure that other working groups are kept in loop for any areas that may affect their work.

6) create a brief for Executive Committee to sign off on the changes

SB has prepared a working group action doc that should be referred to for the document and discussions/questions etc to be considered Link to doc = [..\Working group points to consider.docx](../Working%20group%20points%20to%20consider.docx)

Once the work on the docs are complete we could use the following as a check in that our job is done:

**Areas/Actions in 1) and 2) above**

Have we agreed either a) to continue along this route or b) create plan of action for alternative route

c) Agree list of what still needs to be created or reviewed and allocate tasks to individuals/groups of individuals. D) how do we want to build commitment to this into the Approval Standards?

**Areas/Actions in 3) above**

Online or paper format to be agreed.

Confirm any research that needs to be done for above and agree plan including dates and allocating of tasks

**Areas/Actions in 4) above**

TO BE FINISHED FINALISED – suggest working group keep a list of this and add to it as work progresses

**Areas/Actions in 5) above**

Consider how we share information from 4) above

**Areas/Actions in 6) above**

Use template, house style, what needs to go in brief. Who will write this? Sample of other papers to Exec to be made available.

**Timescales –** Original timescales were end of September but this should be amended to end of October to allow the working group to be established and meetings scheduled. WG interest to be sent to Willie Bhari by 11 August 2020

**Suggested Meeting dates -**

Week 1 WB ???? – initial Virtual meeting of WG to agree plan of action and assign tasks? Also confirm action by dates. See points to consider/activities for this.

Week 4 WB ???? – WG check in on progress and agree next steps.

Week 7 WB ???? Virtual Group to meet up to discuss position and review/amend plan as appropriate to complete outstanding tasks.

**Details and contact info for WG: ??????**

**Suggested Activities to support the work? SB needs to review this for this group**

Depending on number of volunteers could we split into groups of 2 or 3 to focus on specific areas?

Break down task 1 into 2 parts 1 group take Standard 1-4 and review Group 2 take Standards 5 – 8 and review. Groups swap over for comment and present back to SB/RH to collate suggested new document. Suggested timescales:

Week 1 Group 1 and 2 review allocated areas. Virtually or on own and swap – leave to groups to decide.

Week 2 Groups swap information and review each other’s thoughts

Week 3 submit to SB/RH to collate into new document. This will be sent out for review and proof checking by the 2 groups.

Week 4 – Vritual WG meet up to discuss next steps. The Process document? Tasks 2), 3) and possibly start of 4)

Week 5 – Comments on process document to SB/RH. Plus any initial thoughts on task 3 and 4

Week 6 – SB and RH work on amended docs and consider any further action for tasks 3 and 4

Week 7 – Review position and revise plan as required.