# Christmas Submission Year 2 Assessment Form for Line Managers

**Christmas Submission Deadline**

**Wednesday 16th December 2020 (Ireland students & Midlands students)**

Christmas submission at this stage in the year gives a clear indication to students of their professional and academic progress to date. It is an important aspect of the degree as it indicates whether your student in on target to demonstrate all the competences by the end of the year and allows the opportunity to give students feedback on their work.

**Contribution from the Line Manager**

As part of the Christmas submission, an appraisal of the student’s work is required from their line manager using the attached sheets. This gives one page per competence area (three in total) and should be given to the student to include in their folder for the deadline above.

Please comment on the student’s strengths and areas for development, referring to elements of the competence as applicable. A full copy of the competence elements can be found in the Professional Practice Handbook.

By the end of the intermediate level module students will be expected to demonstrate understanding of all the competences and apply them in a wide variety of contexts. This will include some complex and non-routine tasks and a growing sense of responsibility and autonomy. They will demonstrate initiative in developing projects, managing and supervising volunteers and administration and financial management.

## Professional Fail

Students have been reminded that failure to attend tutorials or to complete work as required by the Professional Practice Handbook or any other unprofessional behaviour could result in them failing professionally. If a student fails professionally for reasons of serious misconduct, they will not be allowed to retake this module.

At the end of each page on the assessment form, you are asked to gauge where the student is overall in that competence using the continuum from “unsafe to practice” to “excellent”. In order to pass at intermediate level, students must be at least “safe to practise” in each competence.

**Feedback on the student’s progress**

Feedback will take place at the three-way meeting in Term 2. Students who are not on target to pass by the end of the first year will develop an action plan with their Practice Tutor to help them fulfil the requirements.

## Special Note on Attendance

Full attendance at all taught sessions, professional practice tutorials and formation groups is both a university requirement and Regional Centre expectation in order to gain the maximum benefit from the course and to contribute to peer learning (a minimum attendance of 80% is a requirement of the professional validation body). The nature of the course means that each teaching session is vital. If a student is unavoidably absent from any part of the course, they should inform the Regional Centre. More than 20% of unauthorized absence may lead to a student being withdrawn from the module in question and they will not be permitted to submit their work for assessment. If students are withdrawn from a module they will normally then have to retake the module the following year with full attendance. Failure to hit the required 80% attendance in any module, for professional practice tutorials or formation groups may also lead to students failing Competence 6 because they have not demonstrated their capacity to act in an appropriately professional manner.

## Competence 4: Communities and Contexts LM

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| --- |
| **Strengths** |
| **Areas for development** |
| **Comments** |

Please indicate where, in your opinion, the student is in terms of this competence at intermediate level.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not Demonstrated | Serious concerns | Some concerns | Safe to practise | Competent | Good | Excellent |

## Competence 5: Leadership & Management LM

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| **Strengths** |
| **Areas for development** |
| **Comments** |

Please indicate where, in your opinion, the student is in terms of this competence at intermediate level.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not Demonstrated | Serious concerns | Some concerns | Safe to practise | Competent | Good | Excellent |

## Competence 6: Professional & Ministerial Formation LM

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| **Strengths** |
| **Areas for development** |
| **Comments** |

Please indicate where, in your opinion, the student is in terms of this competence at intermediate level.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not Demonstrated | Serious concerns | Some concerns | Safe to practise | Competent | Good | Excellent |

## Signed: ……………………………… Date: ……………………………………