**Guidance for Placement Practitioners completing Educational Audits**

**What is the educational audit?**

The purpose is to review, monitor and enhance the quality of the practice learning environment, in line with professional body regulations. The audit is undertaken every two years unless there is a significant change in the learning environment and can be shared between universities. Audits will be completed onsite, or virtually if necessary. The auditor from CCCU will complete the audit with a placement representative (manager, matron, or educational/student lead). Students on placement can be included as an opportunity to share their feedback and as a learning experience.

**How to prepare for the audit**

* What are the learning opportunities available in the practice learning environment?
* Evidence of risk assessments and how they are implemented, including contact information on your local Health & Safety and Safeguarding leads.
* How do staff and students access policies/guidance in the practice learning environment?
* Are the team aware of the CCCU raising and escalating concerns guidance and has it been used?
* Do you collect student placement evaluation/feedback? If so, how is this shared in your team and what impact does it have?

**Placement Orientation.**

* Is there a student lead/link? Who gets PEMS notifications and arranges the student rota?
* Is your PEMS profile up to date?
* How are students orientated into the placement area(s)?
* Is there a student welcome pack? Where is the student notice board?
* How are students allocated educators/supervisors/assessors?

**Quality and Safety of learning environments.**

* How are students aware of all safety aspects relevant to the placement?
* How do educators/supervisors/assessors address poor student performance, within the team, and the university?
* How is service user feedback contributing to development of the service?
* What policies/procedures/resources are in place to support students should they experience any concerns?

**Practice educators/supervisors/assessors**

* What is your total capacity for each type of student? Total capacity includes placement allocations to all universities that you work with.
* Are there enough appropriately trained and experienced educators/supervisors/assessors for the number of students you support?
* How do you ensure supernumerary status is maintained?
* What support is available within the organisation for educators/supervisors/assessors?
* Is there a database that captures the number of educators/supervisors/assessors and when they last completed update activity?

**\*Ensure that you have an up to date list of all Practice Assessors, Practice Supervisors and/or Practice Educators including when they last completed an update activity\***

**Action plan**

Any actions should be agreed by both the placement and the CCCU auditor. There should be a review date and responsibility for action should be clear.

***Any questions on the education audit process, please contact*** [***placementaudit@canterbury.ac.uk***](mailto:placementaudit@canterbury.ac.uk)