Financial Arrangement for the SEEL consortium Placement Panel 2016

Please find details of how to deposit a bursary for September 2016. The process is very similar to last year, although a small number of improvements have been made in response to feedback.

All placements requested are initially for ONE year. However with trainee and local authority agreement, and assuming funding is available for a bursary, the placement may continue into year 3. This arrangement does not apply to trainees from the University of Southampton which operates a two placement model with trainees having one placement in Year 2 and a contrasting one in Year 3.

In offering a bursary, placement services need to confirm that they will meet all requirements of the Practice Placement Partnership Framework (PPPF) - see http://www.ucl.ac.uk/educational-psychology/resources/nctl_placement_partnership_framework.pdf, in particular:

- Meet the minimum level of formal supervision of 1.5 hours a week
- Facilitate the Placement Supervisor in observing the TEP working at least once a month covering a range of workplace activities
- Ensure that a range of experiences are made available to the TEP that allows them to gather evidence that demonstrates the achievement of the relevant competencies

Please note that placement services, training providers and trainees are all subject to the requirements of the NCTL Placement Partnership Framework and in offering a bursary placement services are agreeing to these

What do I need to do to deposit funding for SEEL bursary for September 2016?

- Please could you send an e-mail to Raj Birring – R.Birring@soton.ac.uk - with a copy to Sarah Wright - sfw1@soton.ac.uk and the UCL Educational Psychology admin team - edadmin@ucl.ac.uk - saying that you would like to contribute to the bursary scheme and confirming that you can meet the requirements laid out above. In addition please ensure you include the following information:
  - How many placements you are able to offer.
  - Where the main office base is
  - Whether a car is ESSENTIAL; DESIRABLE or NOT NEEDED for a trainee EP on placement with you.
  - Please state whether you:
    - would consider a trainee for one year (could be a Year 2 or a Year 3)
    - would only consider a trainee if there was the option of retaining that trainee for an additional year.
  - The total amount of money for which you wish to be invoiced.
    - This will be £16,000 for each trainee. No additional travel, thesis or other costs will be claimable from the LA by the trainee.
Whether you want to be invoiced in full, or to pay in two instalments: £9333 by 29th July 2016 and £6666 by 28th April 2017.

☐ The name and the address of the person to whom the invoice is to be sent for payment, and (essentially) a purchase order number.

☐ Please confirm that you have read the Placement Practice Checklist (Appendix 1).

For LAs that have not set Southampton up as a supplier before, the banking details in order to raise a purchase order are:

VAT reg no.: GB 568 6304 14
Bank account name: University of Southampton
Bank account number: 01964203
Sort code: 300002
Name of bank: Lloyds Banking Group

Our main financial contact is Joan Turner. Her contact details are as follows:

joan.turner@soton.ac.uk
Faculty Accountant (Geography and Psychology)
Faculty of Social and Human Sciences
University of Southampton,
Highfield, Southampton
SO17 1BJ

You will also have contact with Raj Birring – R.Birring@soton.ac.uk - who administers the SEEL bank and deals with the invoicing. She is the best person to contact in the first instance if you have any queries. Tel: 02380 595514

What happens next?

An invoice headed “Contribution to the SEEL Consortium Placement Arrangement” will then be sent to you. Once we have received payment we will then let the Placement Panel know that the funds are there. Following allocation of placements in June, Southampton will transfer the money to the HEI/s where your trainee/s is enrolled. The HEI will be responsible for paying the trainee bursaries.

Please note: Chasing financial contributions takes a considerable amount of time and if payments are not made by the end of August it effectively means that Southampton University is subsidising your trainee bursary which is something we cannot do. If the money is not with University of Southampton by the end of July 2016, except where an arrangement has been made for 7/12 of the amount to be paid by 29th July 2016 and 28th April 2017, any monies transferred to the HEI in preparation for a placement will be recalled and the placement will be in jeopardy. The placement provider and HEI would then need to negotiate whether the placement will be undertaken.

What are my options should I not be allocated a trainee?

Should we have more bursaries than trainees to place, and are not able to allocate you a trainee, your service would have two options: to request a refund from Southampton and receive your contribution back in full; or to leave the money in the bursary pot for use the next academic year. Should you be in this position when the outcome of the placement panel is known, you will be asked to select one of these options.
APPENDIX 1

Training of Educational Psychologists in England

Practice placement checklist for placement providers

Below is a summary of the key points from “The Initial Training of Educational Psychologists in England: Practice Placement Partnership Framework (April 2015).” This sets out the requirements on trainees, placement providers and universities. This should be used as a quality assurance checklist by potential placement providers before they offer a Trainee bursary.

Practice Placement Arrangements

At the end of Year 1, the university will ensure that the TEP is able to provide clear and accurate information to the placement provider about the competencies that they have demonstrated in Year 1 and any development needs which have been identified. Competencies should be defined in relation to the HCPC Standards of Proficiency for Practitioner Psychologists and the BPS required learning outcomes for educational psychology.

Prior to the start of Year 2, the university will nominate a University Tutor who is responsible for monitoring all aspects of the TEP’s learning in relation to the HCPC Standards of Proficiency and BPS required learning outcomes for educational psychology.

Prior to the start of Year 2, the university will ensure that the TEP is able to provide clear and accurate information to the placement provider about the competencies that they have demonstrated in Year 1 and any development needs which have been identified. Competencies should be defined in relation to the HCPC Standards of Proficiency for Practitioner Psychologists and the BPS required learning outcomes for educational psychology.

The placement provider must fulfil the following requirements:

Prior to the start of Year 2, they will nominate a Placement Supervisor who is: registered as an educational psychologist with the HCPC; eligible for Chartered Educational Psychologist status with the BPS; and has at least two years’ experience.

The placement provider will:

- Provide the TEP with information on requirements and expectations in relation to policies, procedures and practices with which they are to comply in their work. This will include the induction information and experiences such as Guidance on LA and Educational Psychology services policies and office procedures, making clear what is appropriate to TEPs (e.g. Safeguarding Processes, Lone Working, Health and Safety).
- Provide the TEP with a safe working environment.
- Ensure that TEPs have the resources necessary for their work and development (e.g. office equipment, assessment and intervention materials, local induction, and facilities) and that they are effectively utilised where appropriate.
- Provide the TEP with more advanced child protection training specific to the work context.
- Ensure that supervision adheres to the BPS accreditation criteria which stipulate a minimum level of formal supervision of one half hour per day on placement.
• Ensure that a range of experiences are made available to the TEP that allows them to gather evidence that demonstrates the achievement of the relevant competencies.

The placement supervisors must fulfil the following requirements:

• Attend all required supervisors’ training and contribute to the evaluation of these training events. Notification of these events should be given at least 3 months in advance.

• Provide the university with their Curriculum Vitae and attend regular supervisor briefing meetings, organised by the university, in order to plan placement activities in advance.

• Observe the TEP working at least once a month covering a range of workplace activities, as well as carrying out a joint activity with the TEP.

• Provide clear and specific feedback in relation to the observation as well as more general on-going formative feedback.

• Ensure that the range of placement experiences should be balanced with regard to:
  - work allocated (proportionate to time on placement)
  - complexity (considering the level of experience of a TEP)
  - levels of responsibility and autonomy and
  - breadth (variety of work)

• If there is any area in which they are unable to offer appropriate experience, the Placement Supervisor will advise the University Tutor who will make arrangements for a short period of the placement to be spent elsewhere.

• Co-ordinate of all aspects of the TEP’s practice in conjunction with the University Tutor to ensure that an appropriate range of learning opportunities is provided. Specific placement requirements are detailed in The Initial Training of Educational Psychologists in England: Practice Placement Partnership Framework.