

Information about the Practice Supervisor Development Programme

You are receiving this information sheet because your local authority has nominated you to attend the [Practice Supervisor Development Programme](#). Commissioned by the Department for Education, the programme is aimed at newly appointed Practice Supervisors – typically those who have been in post for around 12 months. To find out more about what it is like to be part of the programme, [click here](#) to read a blog written by a participant on the first cohort.

What does the Practice Supervisor Development Programme entail?

Five days face-to-face teaching – this is scheduled over a 3-5 month period. Teaching is delivered in blocks of two days and a stand-alone final day. The programme is residential and accommodation is provided for you on days one and three at the teaching venue. This gives you an opportunity to network with other Practice Supervisors in a protected environment away from office commitments. This is an important aspect of the course. All meals are provided and there is a chance to network over dinner. If you have caring responsibilities and would find it difficult to stay over please contact PSDPevents@rip.org.uk to discuss this with us.

Three small group practice development sessions – you will meet up to half of the Practice Supervisors in your teaching group in small group sessions outside of the five teaching days. Each session lasts two hours and you will have the opportunity to try out two different ways of facilitating reflective group supervision discussions, as well as sharing learning and challenges with each other.

The first session is held on the evening of day three (during your overnight at the hotel). Other sessions are usually held in your region in local authority offices, or you may connect remotely as a group online for this discussion. Your programme facilitators will give you the dates to meet for the small group practice development sessions and a link to any software required.

Two one-to-one individual reflective practice sessions – when you complete registration for the programme you will be given information about booking one-to-one individual reflective practice sessions and a range of dates to choose from. These sessions give you an opportunity to talk about any aspect of learning on the programme or your development as a Practice Supervisor in a confidential, reflective and supportive space with an experienced social work professional. The first session is scheduled after your first block of teaching and the second session is held approximately five weeks after day five. Each session lasts an hour and you will be given information about how to connect remotely or by phone. A recent [blog](#), written by another participant, details what one-to-one sessions are like.

Three self and manager evaluations – you complete three evaluations during the programme. The first when you register, the second at the end of day five and the third is completed 3-5 months later. We prompt you to fill out the evaluations, which are an opportunity to track your learning and development needs at different points during the programme.

How do I register?

The first step is complete – you have been nominated by your local authority. You will now start to receive emails from PSDPevents@rip.org.uk with information about registering for the programme. In order to complete registration you need to:

- Complete the first **self-evaluation** – we will send you a link to an online survey.
- Forward a link we send you to your manager to complete a **manager-evaluation** about you and ask your manager to talk to you about their feedback in supervision.

- Read and sign (and get your manager to sign) a **terms of engagement form** agreeing that you will have the time and support to commit to the programme.

We will give you a deadline to complete these tasks, so we can register you on the programme in time. Please contact us if you have any difficulty with this. We know your role is demanding and are happy to support you in any way we can.

If you are not able to complete registration on the programme and don't make contact with us we may need to give your place to someone on the waiting list.

What happens once I am registered?

Once you are registered on the programme you will also receive login instructions to access the Virtual Learning Environment (VLE) for the programme which is hosted on Moodle. This is an online site operated by Tavistock and Portman NHS Trust, one of the consortium partners for the programme. On Moodle you can access teaching materials, a reading list and you can pre-book your one to one development sessions. We strongly recommend you access the reading list and look at as much of the content as possible. It underpins and links to the topics covered in the learning. We **encourage** you to sign up to Moodle as soon as you get the link (typically approximately 2 weeks before the start of Day 1 once all registration elements have been completed).

We will also send you guidance about having a conversation with a member of staff whom you supervise and ask that you do this before day one of the programme. This feedback complements the other evaluations you have completed.

Recognising your learning on the programme

There are two levels of certificates which can be awarded to recognise your learning on the Practice Supervisor Development Programme.

- **Certificate of participation** – at the end of day five of the programme you get a certificate of participation if you take part in all elements of the programme up to that point. You need to attend five days teaching, one small group development session on day three and the first one-to-one individual reflective practice session.
- **Certificate of completion** – as above, but you will also have completed two further self-evaluations (at the end of the taught days and a further one 3-6 months later). You will also be asked to complete a self-reflective log highlighting your learning on the programme and what has changed as a result. We will provide a template with some guidance and send this to you after the teaching days.

Where can I find out more?

[Link to website](#)

[Link to FAQs](#)

Practice Supervisor Development Programme Contact Details:

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