**DOCTORATE IN EDUCATIONAL PSYCHOLOGY**

**Academic and Research Handbook**

**2024 - 2025**

The information in this handbook is provided as a guide to the academic and research components of the Doctoral Programme in Educational Psychology. Details about the content of the programme are subject to change. The University calendar should be consulted for the formal regulations governing the award of this degree.

NB: Updates of the handbook may be issued during the Academic Year. Please make sure you are working from the latest version which you will find on Blackboard.

[Section 1 - Introduction and Overview 7](#_Toc187153389)

[1.1 Introduction and Overview 7](#_Toc187153390)

[1.2 Core Purpose 7](#_Toc187153391)

[1.3 Core Aims 8](#_Toc187153392)

[1.4 Approach to Learning 10](#_Toc187153393)

[1.5 Staff Resources 10](#_Toc187153394)

[1.6 Course Team 11](#_Toc187153395)

[1.7 Field Tutors (Year 1 Placement) 11](#_Toc187153396)

[1.8 Physical Resources 12](#_Toc187153397)

[1.9 Academic and Research Resources 12](#_Toc187153398)

[1.10 The Hartley Library 12](#_Toc187153399)

[1.11 The Psychology Department Test Library 12](#_Toc187153400)

[1.12 Computing Facilities 13](#_Toc187153401)

[1.13 Resources on Placement 13](#_Toc187153402)

[1.14 Organisation and Structure 13](#_Toc187153403)

[1.15 Staff-Student Liaison Committee (SSLC) 13](#_Toc187153404)

[1.16 Programme Exam Board 14](#_Toc187153405)

[1.17 Programme Advisory Group (PAG) 15](#_Toc187153406)

[1.18 Geographical Boundaries 15](#_Toc187153407)

[1.19 Programme Funding and Travel Hardship Fund 16](#_Toc187153408)

[1.20 Monitoring of Programme Performance 16](#_Toc187153409)

[1.21 Selection and Registration 16](#_Toc187153410)

[Section 2 - Educational Experience 18](#_Toc187153411)

[2.1 Overview 18](#_Toc187153412)

[2.2 Academic Requirements 18](#_Toc187153413)

[2.3 QAA Masters and Doctoral Level Descriptors 18](#_Toc187153414)

[2.3.1 Masters degree 18](#_Toc187153415)

[2.3.2 Doctoral Degree 19](#_Toc187153416)

[2.4 Programme Structure and Curriculum 20](#_Toc187153417)

[2.5 Vertical Curriculum Strands 20](#_Toc187153418)

[2.6 Placement learning across three years 21](#_Toc187153419)

[2.7 Research across the three years 22](#_Toc187153420)

[2.8 Research Co-ordination 22](#_Toc187153421)

[2.10 Ethical Issues in Research 22](#_Toc187153422)

[2.11 Research Governance 23](#_Toc187153423)

[2.12 Local Research Ethics’ Committees (LRECs) 23](#_Toc187153424)

[2.14 Teaching and Learning 23](#_Toc187153425)

[2.15 Knowledge and Understanding 24](#_Toc187153426)

[2.16 Research and Enquiry Skills 24](#_Toc187153427)

[2.17 Generic or Transferable Skills 25](#_Toc187153428)

[2.18 Doctoral College Professional Development 25](#_Toc187153429)

[Section 3 - Curriculum Overview Year 1 26](#_Toc187153430)

[3.1 Academic Modules 26](#_Toc187153431)

[3.2 Research Modules 26](#_Toc187153432)

[3.3 Applied Research Methods 26](#_Toc187153433)

[3.4 Small Scale Research Project (SSRP) 27](#_Toc187153434)

[3.4.1 Working in Groups 27](#_Toc187153435)

[3.5 Thesis 27](#_Toc187153436)

[3.6 Placement Learning 27](#_Toc187153437)

[3.7 Summary of Year 1 Modules and Assessment deadlines 28](#_Toc187153438)

[Section 4 - Curriculum Overview Year 2 29](#_Toc187153439)

[4.1 Academic Modules 29](#_Toc187153440)

[4.2 Research Thesis 29](#_Toc187153441)

[4.3 Guidelines on the preparation and submission of the Thesis Proposal 31](#_Toc187153442)

[4.4 Proposal submission checklist 32](#_Toc187153443)

[4.5 Approval process for dissertation proposals 32](#_Toc187153444)

[4.6 Ethics 34](#_Toc187153445)

[4.7 Research budget 34](#_Toc187153446)

[4.8 Postgraduate Research Supervisor Agreement 35](#_Toc187153447)

[4.9 Placement learning 35](#_Toc187153448)

[4.10 Summary of Year 2 Modules and Assessment deadlines 36](#_Toc187153449)

[Section 5 - Curriculum Overview Year 3 38](#_Toc187153450)

[5.1 Research in Year 3 38](#_Toc187153451)

[5.1.1 Research Co-ordination and Research Thesis 38](#_Toc187153452)

[5.1.2 Thesis Format 38](#_Toc187153453)

[5.1.3 Research Thesis and the Oral Examination 39](#_Toc187153454)

[5.1.4 Submission of Final Thesis 40](#_Toc187153455)

[5.2 Placement learning 40](#_Toc187153456)

[5.3 Summary of Year 3 Modules and assessment deadlines 41](#_Toc187153457)

[Section 6 - Assessment 42](#_Toc187153458)

[6.1 Assessment outcome 42](#_Toc187153459)

[6.2 Rules of Progression and Programme Failure 43](#_Toc187153460)

[6.3 Resubmissions 44](#_Toc187153461)

[6.4 Feedback 44](#_Toc187153462)

[Section 7 - Assessment Descriptions 46](#_Toc187153463)

[7.1 Assessment criteria for PBL Critique 46](#_Toc187153464)

[7.2 Assessment criteria for Essay 48](#_Toc187153465)

[7.3 Assessment criteria for Academic Critiques 51](#_Toc187153466)

[7.4 Assessment criteria for Review for Evidence Based Practice 56](#_Toc187153467)

[7.5 Assessment criteria for SSRP 58](#_Toc187153468)

[Section 8 Placement Assessment 60](#_Toc187153469)

[8.1 Placement criteria learning and the Practical Work files 60](#_Toc187153470)

[8.2 Assessment criteria for Practical Work Files 60](#_Toc187153471)

[8.2.1 Organisational context for practice 61](#_Toc187153472)

[8.2.2 Casework Table 62](#_Toc187153473)

[8.2.3 Log of BPS Competencies 62](#_Toc187153474)

[8.2.4 Accountability 62](#_Toc187153475)

[8.2.5 Intervention monitoring – Year 1 63](#_Toc187153476)

[8.2.6 Diversity Placement Year 2 63](#_Toc187153477)

[8.2.7 Electronic submissions of work files 64](#_Toc187153478)

[8.2.8 Work File FAQs 64](#_Toc187153479)

[8.3 Reports of Casework (ROCs) 67](#_Toc187153480)

[8.4 Service Report and Commentary (RAC) 73](#_Toc187153481)

[8.5 Assessment criteria for RAC 75](#_Toc187153482)

[8.6 Casework Assessment (Year 3) 76](#_Toc187153483)

[8.7 Objective Standardised Professional Assessments (OSPA) 78](#_Toc187153484)

[Section 9 - Assessment Policies and Practices 80](#_Toc187153485)

[9.1 Marking 80](#_Toc187153486)

[9.2 Moderation 80](#_Toc187153487)

[9.3 Special Considerations and extension requests 80](#_Toc187153488)

[9.4 Academic Conventions 81](#_Toc187153489)

[9.5 Coursework length 81](#_Toc187153490)

[9.6 Late Submission 82](#_Toc187153491)

[9.7 Fitness to Study and Fitness to Practise 82](#_Toc187153492)

[9.8 Attendance and absence 82](#_Toc187153493)

[9.9 Trainee Expectations 85](#_Toc187153494)

[9.10 Academic Responsibility and Conduct 86](#_Toc187153495)

[9.11 Generative Artificial Intelligence (GenAI) 87](#_Toc187153496)

[9.12 Proof Reading 89](#_Toc187153497)

[9.14 Complaints 89](#_Toc187153498)

[9.15 Appeals 89](#_Toc187153499)

[Section 10 - Trainee Support and Resources 90](#_Toc187153500)

[10.1 Private study 90](#_Toc187153501)

[10.2 Team Meetings 90](#_Toc187153502)

[10.3 Appraisal 90](#_Toc187153503)

[10.4 Personal Academic Tutor and Tutorials 90](#_Toc187153504)

[10.5 Tutor support on assignments 91](#_Toc187153505)

[10.6 Information sharing 91](#_Toc187153506)

[10.7 Buddy System 91](#_Toc187153507)

[10.8 Support on Placement from University Tutors 92](#_Toc187153508)

[10.9 Support from the Psychology Department 92](#_Toc187153509)

[10.10 Trainee Feedback on Teaching 92](#_Toc187153510)

[10.11 Quality Assurance 92](#_Toc187153511)

[10.12 Support for Student Learning 92](#_Toc187153512)

[10.13 Disability and Wellbeing 93](#_Toc187153513)

[10.14 Parental Leave 94](#_Toc187153514)

[10.15 Equality, Diversity and Inclusion (EDI) 94](#_Toc187153515)

[10.16 Dignity at work and study 94](#_Toc187153516)

[10.17 Using Social Media 94](#_Toc187153517)

[10.18 Technical support 95](#_Toc187153518)

[10.19 Health and Safety 96](#_Toc187153519)

Appendices are individual Word documents and can be downloaded from the Placement Handbook online area. Updates to these documents are made throughout the year. Please ensure you have downloaded the latest versions.

**Appendix 1: Health and Care Professions Council (HCPC)**

**Appendix 2: Programme Summary**

* 1. [Programme Overview](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/01/2.1-Programme-overview-2021-2022.docx)
  2. [Marking Grid](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/02/Marking-Grid-2021-2022v1.docx)

**Appendix 3: University of Southampton Academic Conventions**

* 1. [Postgraduate Research Supervision Agreement](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/3.1-Postgraduate-Research-Supervision-Agreement.docx)
  2. [Doctoral Thesis Research Budget Sheet](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/11/3.2-Doctoral-Thesis-Research-Budget-Sheet-2021-2022.docx)
  3. [Doctoral Thesis Progress Report](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/11/3.3-Doctoral-Thesis-Research-Progress-Report-Year-3-Autumn-2020.docx)

**Appendix 3: University of Southampton Accountability**

* 1. [Tutorial Planner](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/3.5-Tutorial-Planner-2021-2022.docx)
  2. Year 1 Mid-year Review and target setting  
     Year 1 End of Year [Appraisal Form](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/02/3.6-Appraisal-Form-Year-1-Final.docx)

Year 1 Field Tutor End of Year Report

* 1. Year 2 [Appraisal Form](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/02/3.6-Appraisal-Form-Year-2.docx)
  2. Year 3 [Final](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/Exit-Interview.docx) Appraisal and Review (FAR) Form
  3. [Using Social Media](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/3.7-Using-Social-Media.docx)

**Appendix 4: Assessment feedback forms**

* 1. Year 1 [Essay](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/03/4.1-Essay-Feedback-Form-2021-2022.docx)
  2. Year 1 [Evidence Based Practice Assignment](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/05/4.2-Evidence-Based-Feedback-Form-2021-2022.docx)
  3. Year 1 [PBL Critique](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/PBL-Critique-Feedback-Form.docx)
  4. Year 2 [Academic Critique](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/05/4.4-Academic-Critique-Feedback-form-Year-2-2021-2022.docx)
  5. Year 1 [Reports of Casework (ROC)](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/05/4.3-ROC-Feedback-Form-Year-1-2020-2021.docx)
  6. Year 2 [Service Report and Commentary (RAC)](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.6-RAC-Feedback-Form-Year-2-2021-2022.docx)
  7. Year 3 [Casework Viva](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.7-Casework-VIVA-Feedback-Form-Year-3-2021-2022.docx)
  8. Year 1, 2 and 3 [Practical Work File](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.8-Practical-Work-file-Feedback-Form-2021-2022.docx) Feedback Forms
  9. [Small Scale Research Project](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.9-Small-Scale-Research-Project-Feedback-2021-2022.docx)
  10. [Research Project Planning Sheet – Quantitative](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.10-Supervisor-Dissertation-Proposal-Feedback-Form-Quantitative-2021-2022.docx)
  11. [Research Project Planning Sheet – Qualitative](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.11-Supervisor-Dissertation-Proposal-Feedback-From-Qualitative-2021-2022.docx)
  12. [Dissertation Proposal Programme Review](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.12-Dissertation-Proposal-Feedback-Form-2021-2022.docx)
  13. [SSRP/DUE: Supervisor Review](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.13-SSRP-and-DUE-Supervisor-Review-2021-2022.docx)
  14. [Assignment Resubmission Form](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.14-Assignment-Resubmission-Form-2021-2022.docx)

**Appendix 5: Additional Documents**

5.1 Guidelines on the preparation and submission of the Thesis Proposal

5.2 A guide for structuring Academic Critiques flowchart

# Section 1 - Introduction and Overview

## 1.1 Introduction and Overview

The Doctoral Programme in Educational Psychology at the University of Southampton was established as an initial training Programme in 2006, accredited by the BPS as conferring eligibility for Chartered Educational Psychologist status, and recognised by the Department for Children, Schools and Families (DfES) as enabling its graduates to work within Local Authority Children’s Services. From 2009 the programme was also approved as a practitioner training programme in psychology by the Health and Care Professions Council (HCPC), allowing fully qualified trainees to apply to join the register. In 2011, open- ended approval was given subject to major change.

The framework for the programme is closely linked to the requirements for professional training set by the Health and Care Professions Council (HCPC) and the British Psychological Society (BPS). The programme was reaccredited in May 2017 and received six commendations.

The programme is taught and assessed via diverse educational and placement opportunities that are supported via academic teaching from the University and learning placements supervised by educational psychologists working in the field. The different components of the programme are designed to provide an integrated and complementary experience for trainees to allow them to make strong associations between the research, academic and practical aspects of the doctorate. The programme is designed to encourage trainees to effectively utilise an academic and research base to foster the development and subsequent implementation of evidence-based practice in the field.

## 1.2 Core Purpose

A major tenet of the philosophy of the programme in Southampton is the integration of theory and practice within the twin frameworks of evidence-based, and evidence- generating practice. This approach requires the trainee both to select methods of intervention at all levels based on a critical evaluation of the published research on effectiveness of the approach (evidence-based) and to see practice as an important means of extending that knowledge base (evidence-generating).

The core purposes of the Programme are:

* trainee educational psychologists to work to the highest educational, professional and ethical standards of practice, enabling them to demonstrate the Health and Care Professions Council (HCPC) standards of proficiency (SOPs) and the BPS competencies (See Appendix 1).
* to promote an inclusive approach to professional practice and encourage trainees to identify and build on the strengths that children, young people, and those who work with them, bring to the consultation.
* to equip trainees with the psychological and research skills needed to deliver a professional service and to contribute to the knowledge base of the profession.
* to promote equality, diversity and inclusion and to equip trainees to challenge prejudice and discrimination.

## 1.3 Core Aims

The broad aim is to develop trainees’ knowledge, understanding and application of theory, using empirical evidence core to the practice of educational psychology in an environment in which there are frequent opportunities for critical reflection and personal review.

Specific aims are to:

* develop trainees’ ability to apply and evaluate core knowledge of psychological theory and research in a range of child, community and educational settings across the age range and level of presenting problem.
* provide trainees with a knowledge of central theoretical and empirical approaches to educational psychology.
* gain experience of the application of theoretical models and therapeutic approaches to psychological problems in the child, community or educational field to acquire in-depth knowledge of specialist areas of interest.
* develop competence as an applied psychologist with the critical skills and analytical abilities of a scientist practitioner.
* develop trainees’ competence in research design in the field of child and educational psychology enabling them to work with key partners to conduct and disseminate robust evidence-based research.
* develop trainees’ ability to work independently and cooperatively as professionals in multi-disciplinary and multi-agency settings.
* develop an understanding of professional issues associated with the practice of educational psychology.
* develop trainees’ understanding of equality and diversity principles and actively promote inclusion and equity in professional practice.

**Equity, Diversity, and Inclusion (EDI) Statement**

We are committed to fostering an educational environment grounded in Equity, Diversity, and Inclusion (EDI). Our actions reflect this commitment:

**Powerful Conversations:**

* We aim to initiate dialogues on power dynamics through the Social GRACES model, sparking early conversations about marginalization among our trainees. Current EDI issues sessions facilitate this.

**Inclusive Research Practices:**

* In our Evidence-Based Practice (EBP) curriculum, we've embedded new marking criteria, ensuring that our trainees prioritize representation in their research.
* Trainees are prompted to actively consider the representation of marginalised populations in their thesis research during progress reporting.

**Provocative Learning:**

* Deliberately provoking discussions about gender, historical perspectives, assessment, intelligence, and diverse ways of knowing setting the tone early for critical thinking and awareness. We encourage a a critical approach to any received/authoritative texts.

**Diverse Perspectives**:

* Our curriculum seeks as far as possible to integrate diverse voices and experiences. Who is represented as ‘other’ in our teaching?  Are there ways of thinking about the material or subject matter from different perspectives? What other world views could we be considering? Routine expectation to use wider search engines: could go in step by step.

**Inclusive Language**:

* We communicate and advocate using inclusive language, respecting and reflecting the diversity and preferences for whom and with whom we work. We recognise and consider the impact of language and exclusive environments on all.

**Community:**

* We actively cultivate a strong sense of community among our students through collaborative projects, cross-year group meetings, and connections with others. Our tutor team embodies diversity in outlook and approach, emphasising that each student has the freedom to choose the psychologist they want to become. Our goal is not to mould a "Southampton trainee," but to empower individuals to shape their own paths in the field.

The programme is structured to achieve its aims as follows:

|  |
| --- |
| Year 1 |
| Knowledge and skill development through university-based problem-based learning seminars and assignments.  Research Methods  Independent study (Fridays)  Weekly placement in local services with a Field Tutor for 52 days  A small-scale research project commissioned by the Local Authority |
| Year 2 |
| Knowledge and skill development through university-based seminars and assignments  Independent study (Fridays)  Research thesis  Placement in a SEEL local authority through our bursary scheme (130 days) |
| Year 3 |
| Knowledge and skill sessions at university  Independent study (Most Mondays and all Fridays)  Research thesis and casework viva  Placement in SEEL local authority through our bursary scheme (130 days) |

The core purpose and philosophy of the Programme is regularly reviewed through the Staff Student Liaison Committee, with student representation, through its Advisory Committee of local practitioners, and through the Academic Unit of Psychology Education Committee. The Programme is also subject to review by the HCPC, its approving body and the University Internal monitoring processes.

## 1.4 Approach to Learning

A problem-centred approach, derived from the same problem-solving origins as many other psychological approaches to therapeutic intervention and consultation style, is very much at the centre of the Southampton programme. The models drawn on are the revised Problem-Solving Framework (Monsen & Frederickson 2008), the Gameson & Rhydderch (2008) Constructionist Model of Informed Reasoned Action (COMOIRA) and the Integrated Framework (Woolfson, L., Stewart, A., Whaling, R. and Monsen, J. 2003, 2008[[1]](#footnote-2). The programme holds that the psychologist is there to facilitate change rather than take responsibility for the problem and aims to give experience of applying the problem centred framework at several levels:

* at the level of an individual (approached either through direct contact, or through parents, carers or teachers, or in groups).
* at the level of parents, carers or teaching staff, for example in in-service training or advisory work.
* at the level of the organisation, such as whole schools or agencies at the level of policy maker, in local authority services.

## 1.5 Staff Resources

The Academic and Professional Tutors (APT) are typically seconded educational psychologists with designated academic responsibilities to the programme. In addition to the core staff listed below considerable research support (e.g., thesis supervision) as well as teaching on Psychology modules is provided by the academic staff in the Psychology Department.

## 1.6 Course Team

Dr Sarah Wright **-** [S.F.Wright@soton.ac.uk](mailto:S.F.Wright@soton.ac.uk)

Programme Director, Placement Coordinator (1 FTE)

Overall management of Programme and Co-ordination/oversight of Placement

Dr Cora Sargeant **-** [C.C.Sargeant@soton.ac.uk](mailto:C.C.Sargeant@soton.ac.uk)

Research Director (0.8)

Teaching, Research Supervision and SSRP

Dr Tim Cooke **-**  [T.Cooke@soton.ac.uk](mailto:T.Cooke@soton.ac.uk)

Programme Tutor Year 1 (0.7)

Year 1 Curriculum and Co-ordination

Colin Woodcock **-** [C.Woodcock@soton.ac.uk](mailto:C.Woodcock@soton.ac.uk)

Programme Tutor Year 2 (0.5)

Year 2 Curriculum, Co-ordination and Placement Handbook

Dr Brettany Hartwell **-** [B.Hartwell@soton.ac.uk](mailto:B.Hartwell@soton.ac.uk)

Programme Tutor Year 3 (0.4)

Year 3 Curriculum and Co-ordination

Dr Henry Wood **-** [Henry.Wood@soton.ac.uk](mailto:Henry.Wood@soton.ac.uk)

Programme Tutor (0.5)

Teaching and Supervision

Dr Beckett Markland **–** [Beckett.Markland@soton.ac.uk](mailto:Beckett.Markland@soton.ac.uk)

Programme Tutor and Field Tutor (0.5)

Teaching and Supervision

Angela Goodall **-** [edpsych-fels@soton.ac.uk](mailto:edpsych-fels@soton.ac.uk)

Programme Administrator (1 FTE)

## 1.7 Field Tutors (Year 1 Placement)

A strong feature of the Programme is the role of the field tutors. These are educational psychologists employed in the local authority hosting the placement learning of trainees in year 1 in one or two named schools, typically a primary and a secondary school. They all hold visitor status and have full access to university services e.g., library.

Emma Fitz-Gerald Hampshire [emma.fitz-gerald@hants.gov.uk](mailto:emma.fitz-gerald@hants.gov.uk)

Anna Cox – Hampshire [Anna.Cox@hants.gov.uk](mailto:Anna.Cox@hants.gov.uk)

Karen O’Farrell – Southampton karen.o‘farrell@southampton.gov.uk

Steph Lewis - [stephanie.lewis2@southampton.gov.uk](mailto:stephanie.lewis2@southampton.gov.uk)

Rosa Gibby-Leversuch West Sussex [Rosa.gibby-leversuch@westsussex.gov.uk](mailto:Rosa.gibby-leversuch@westsussex.gov.uk)

Emma Coleman – Portsmouth [Emma.Coleman@portsmouthcc.gov.uk](mailto:Emma.Coleman@portsmouthcc.gov.uk)

Beckett Markland – Portsmouth [beckett.markland@soton.ac.uk](mailto:beckett.markland@soton.ac.uk)

Ben Tayler – Bournemouth, Christchurch and Poole [ben.tayler@bcpcouncil.gov.uk](mailto:ben.tayler@bcpcouncil.gov.uk)

## 1.8 Physical Resources

The Programme is largely based in the Psychology Department in Building 44 although we have access to a range of rooms across campus, particularly Building 100. The Programme accommodation includes:

* access to common teaching spaces
* office space for the Director and other academic staff
* computer suites in the main Psychology Department building and elsewhere on the main campus
* [campus map](https://maps.southampton.ac.uk/) showing points of interest

## 1.9 Academic and Research Resources

The programme has excellent research facilities, including access to the Psychology Department’s graduate research training and the University of Southampton’s generic skills programme. There are opportunities for trainees to conduct their research theses in conjunction with the work of a number of research teams in the Psychology Department. Further information on the Psychology Department’s research divisions can be found [here](https://www.southampton.ac.uk/psychology/research/index.page)

## 1.10 The Hartley Library

Trainees and Programme staff have access to the University of Southampton libraries services and resources. The [Library webpage](https://library.soton.ac.uk/homepage) allows users to search its catalogue (WebCat), recall and reserve books, renew items on loan and check their own borrower record. The library makes available extensive electronic resources including Web of Science, Psyclit and several thousand electronic journal titles. The library also provides access to material not held at Southampton by means of an inter-library loan service. Training in related library usage is provided in induction and at key points in the programme.

The Programme has use of many photocopiers across the university using their ID badges. Trainee photocopying at the University is incorporated into the Programme budget.

## 1.11 The Psychology Department Test Library

The Programme holds developmental, educational and psychometric tests and intervention material which are available for trainee use under supervision on placement, or for research. [The Test Library](https://sotonac.sharepoint.com/teams/PsychologyTechnicalResources?CT=16200322188%2030&OR=OWA-NT&CID=ff80581c-4c46-ba34-981a-8955498bc30c&xsdata=%3D%3D&sdata=THBOQ2VOWXhLMUlSOGttQkZqR2o4TkZiWTJWbmRTVmtQN1U3UG9ydTdSWT0%3D&ovuser=4a5378f9-29f4-4d3e-be89-669d03ada9d8%2Cpr1a08%40soton.ac.uk) is generally for Year 1, but we recognise that some Year 2’s and 3’s may need to borrow specialist tests, or request tests the service does not have. Please follow this link for the resource request form:

[Psychology Resource Requests](https://forms.office.com/pages/responsepage.aspx?id=-XhTSvQpPk2-iWadA62p2IrCLxDgwYdDtewbtjy6xkpUMlRYRkI0QVhKOVFGWjM3NVJCWDZMRDFGMSQlQCN0PWcu). Trainees should click to book equipment/tests and will be required to accept the T&C’s before progressing to the booking system. Further information about the Test Library can be obtained from the Psychology Technical Team at [psy.support@soton.ac.uk](mailto:psy.support@soton.ac.uk). You will also find the link to the form, along with lots of other useful information, on our Sharepoint FAQ page [here](https://sotonac.sharepoint.com/teams/PsychologyTechnicalResources/SitePages/Information.aspx).

Please can you aim to borrow tests for no longer than 2 weeks at a time. Please ensure that you inform the Team immediately if you are unable to return items on time.

## 1.12 Computing Facilities

As part of the Psychology Department, the programme staff and trainees have access to the University’s Information Support Service (ISS) and relevant support provided by iSolutions. These include computing facilities (e-mail, word processing, access to literature search facilities and on- line journals, qualitative and quantitative data analysis packages). Further technical equipment (video recording and editing equipment, tape recorders, etc.) is available through the Psychology Department. Additionally, trainees can obtain licensed copies of word-processing, database, spreadsheet and data analysis software packages for installation on their own computers ([www.software.soton.ac.uk](http://www.software.soton.ac.uk/)). Trainees are provided with a laptop for the duration of the course.

## 1.13 Resources on Placement

The Programme aims to ensure that trainees have adequate facilities whilst they are on placement (please refer to Placement Handbook). The University iSolutions ensures home working is facilitated through [Global Protect](../Handbook%20Archive/Academic%20Handbook%202023%20-%202024/globalprotect.soton.ac.uk), and emails are also accessible by this route.

The placement provider will ensure that trainees have the resources necessary for their work and development (e.g. office equipment, assessment and intervention materials, local induction, and facilities) and are responsible for making reasonable adjustments for disabled trainees.

## 1.14 Organisation and Structure

The Programme is administratively placed within the Psychology Department at the University of Southampton; it is also subject to the approval as a practitioner training programme by the HCPC. In addition, it is reliant on the placement learning opportunities provided by local Educational Psychology Services who offer placements coordinated through the [SEEL Consortium placement panel](https://www.ucl.ac.uk/educational-psychology/decpsy/bursary_placements_2023.html). Accountability to the Psychology Department is via the Head and the School Education Committee (SEC). Accountability to the local authorities is via the Programme’s Advisory Group. Finally, the Programme ensure that it meets national standards for Educational Psychology training through the appropriate external validation procedures involving our external examiners.

## 1.15 Staff-Student Liaison Committee (SSLC)

The SSLC provides a regular forum for staff and student reps to meet and discuss matters related to the programme. It is concerned with quality issues, including student evaluation and curriculum development. Trainee representation is key to this process; and we want trainees to take an active role in helping us deliver the best training experience we can and together using this space to work to achieving this. Membership consists of programme staff and student representatives from each year; we ask each year group to identify one or two members who take responsibility for representing their year group at the liaison meeting.

There are two of these meetings a year; this year the dates are 9th December 2024 and 16th June 2025 (2.45 - 4.30pm) and rooms are listed on the course calendar. However, we encourage trainees to talk to programme staff as for most issues this will likely be the best approach rather than waiting for a committee meeting.

SSLC Terms of Reference

* To establish effective communication between students and academic staff.
* To consider feedback from trainees and stakeholders to ensure the programme remains fit for purpose
* To consider issues which would enhance the student experience, including, but not limited to:
  + quality of the programme and constituent modules
  + external examiner reports (these should always be discussed at the appropriate meeting of the SSLC)
  + learning and teaching methods assessment methods
  + feedback on assessed work
  + EDI
  + wellbeing
  + study skills support, general student support and/or supervision
  + learning resources, facilities, and study space
* To make recommendations about the overall structure
* To monitor response to student issues raised.
* To consider issues relating to health and safety, reporting to the Faculty Health and Safety Committee where necessary.

SLCC Trainee Representation

Each year identifies one or two representatives who will represent the cohort at the SSLC. The reps are asked to represent their year group by:

* Being proactive in collecting students’ views, concerns, and suggestions and presenting their feedback effectively. This can be positive feedback on aspects which work well as well as concerns about issues which negatively impact on the student experience. As well as hearing about issues that affect individual members of the cohort, the programme team are particularly interested to hear about issues or views that are shared across multiple members.
* Contributing to improving students’ experiences by raising issues and achieving change through working in partnership with the University. Reps will also be invited to comment on, and provide experience of proposed changes to modules, assessments, procedures as well as external examiner feedback.
* Reporting back to their year group on issues raised and any decisions taken, or changes made.

## 1.16 Programme Exam Board

The exam board meets at the end of each academic year in July and is the formal mechanism by which it is ensured that all trainees have successfully completed course requirements for their specific year. For Year 3, it marks the point where all their work has been seen by the external examiner, and pending thesis corrections, they are in a position to be awarded. It is also where any issues arising from external examiner comments can be addressed. It is the responsibility of the exam board to address any special considerations. This is attended by the external examiner.

An additional exam board also meets in the autumn term. This is where we progress trainees from years 1 and 2 and scrutinise any work that had not been presented at the July board, as by this time all the assignments have been marked, moderated and a sample seen by the external examiner. At this board there is also an annual summary of special considerations. The external examiner is not required to attend in person.

The final award is awarded by the Awards Committee on the recommendation of the Programme Exam Board to candidates who have satisfactorily completed the course and have satisfied all the assessment requirements. This year’s exam boards take place on 17th October 2024 and 10th July 2025.

## 1.17 Programme Advisory Group (PAG)

The role of the Programme Advisory Group (PAG) is to provide support and challenge to the programme and help ensure that the training programme continues to prepare trainees for placement and employment. It exists to represent the interests of placement providers involved in delivering the programme, to maintain good working relationships between those parties, and to provide a forum to exchange ideas, strengthen skills and share examples of good practice. It also exists to identify and discuss any issues of common concern. These aims will be achieved in and between meetings through formal and informal contact.

Membership of the group is open to anyone offering a placement to a Southampton trainee. If the Principal Educational Psychologist is not able to attend, a senior member of staff can deputise. Meetings are held twice a year with agenda items sent to the Programme Director /Administrator. 24th October 2024 (remote) and 8th May 2025 (in-person)

## 1.18 Geographical Boundaries

Southampton is part of the SEEL consortium consisting of Institute of Education, Southampton, Tavistock, UCL and UEL. The boundaries of the SEEL region extend from Norfolk east to Oxford, south to Dorset and east to Kent. The boundaries of the SEAL region (2024 contract onwards) no longer include the Eastern region. Accepting a place on any of the SEEL programmes (Institute of Education, Southampton, Tavistock, UCL and UEL) carries with the expectation that you will take a placement within the region covered by the consortium. This mean that **you must apply for a placement within the region in Years 2 and 3**. You can express preferences for specific placements. For more information, please see webpage [here](https://www.ucl.ac.uk/educational-psychology/decpsy/bursary_placements_2023.html)

In year 1, all placement learning takes place in in Hampshire, Portsmouth, Bournemouth, West Sussex and Southampton.

## 1.19 Programme Funding and Travel Hardship Fund

Funding for trainees in Year 1 is determined nationally by the DfE. In Years 2 and 3 trainees across the consortium are allocated placements by the Placement Panel. The bursary for Year 1 for September 2024 is £16,226 and the bursary for Years 2 and 3 for September 2024 is currently £19,460 with some additional funding for travel from home base to placement base. This is designed to compensate all trainees, but especially those trainees who were placed a greater distance from their homes. The amount is calculated as personal mileage divided by the total mileage travelled by the cohort times the fund in the pot (n=number of students x £500). For example, with 16 students the pot could be £8000. If you travelled 23 miles from your home to office base and the cohort mileage was 500 you would receive £368 extra. These amounts vary considerably each year.

There is no remuneration for travel in Year 1.

## 1.20 Monitoring of Programme Performance

In addition to the monitoring of teaching and learning at the level of the programme board, within the University, teaching programmes are formally reviewed regularly via a five yearly Programme Review, coordinated by Psychology, and carried out by both programme staff and external representatives. The last review, undertaken as part of a bigger review of the faculty’s taught professional doctorates took place on 8th May 2018. Several recommendations were received by the faculty, those with particular relevance to Educational Psychology are listed below:

* The range of opportunities for choice of thesis/project and the support arrangements in place.
* The peer support/buddy scheme which was positively received by trainees.
* The provision of whole-cohort days which are considered by trainees to be both educative and social.
* The feedback processes which offer a range of opportunities for trainees to engage and provide feedback and the responsiveness of the programme teams.

Several recommendations were also made at Faculty level.

As an additional measure of programme performance, employment outcomes for trainees are also monitored. Since 2009 all the trainees graduating from the course have successfully secured employment. The next review will take place in March 2025.

## 1.21 Selection and Registration

Nationally there are currently 204 funded places to study educational psychology in England. The annual intake at Southampton for 2024 is 16 funded trainees. We do not accept self-funding trainees. As a minimum, applicants are considered for the Doctorate in Educational Psychology programme at Southampton if they meet the criteria as indicated on our [webpage](https://www.southampton.ac.uk/psychology/postgraduate/research_degrees/courses/doctorate_in_educational_psychology_pgr.page?#entry_requirements%0A)

The attention of potential applicants is drawn to the requirement that trainees are expected to maintain their health and well-being throughout the duration of the programme and in line with the HCPC’s guidance on conduct and ethics, to let the Programme Director know if their health status changes. If applicants are offered a place, they are required to complete the University Postgraduate Application form before they start on the programme. This application form contains a question about criminal convictions and all successful applicants are required to complete an enhanced Disclosure and Barring Service (DBS) check. The cost of this is paid for by the Programme. Further information can be obtained from the [DBS website](https://www.gov.uk/dbs-check-applicant-criminal-record). Disclosure of criminal convictions will be assessed on an individual basis according to the University Student Convictions [policy](http://www.calendar.soton.ac.uk/sectionIV/student-convictions.html) and the Psychology Department Fitness to Practise [policy](http://www.southampton.ac.uk/quality/off_campus_learning/fitnesstopractise.page).

Once on the course, trainees are directed to the [HCPC Guidance on Conduct and Ethics for Students](https://www.hcpc-uk.org/students/guidance-on-conduct-and-ethics/) which require them to tell their education provider if they are convicted of, or cautioned for, any offence. In the case of a trainee disclosing a conviction or caution this would be dealt with on a case-by-case basis. The University Postgraduate Application pack also asks about additional needs. Potential trainees are encouraged to declare any health condition and detail any adjustments that may be needed. Following an academic assessment of the application, the University’s Disability service may then invite a trainee to discuss requirements. Trainees do not have to declare any health conditions. Disclosure of health needs is assessed according to the Psychology Department Fitness to Study and Fitness to Practise Policies. All reasonable adjustments in line with equality and diversity law will be made, supported by a range of university services.

Once on the programme, it is also the trainee’s responsibility, in line with the HCPC to maintain their health and well-being and to let the programme know if there is any change. Changes in health or well-being would then be considered in the light of the Psychology Department Fitness to Practise policy on a case- by-case basis.

All trainees are registered full-time with the University of Southampton. It is expected that candidates complete the Programme within the three-year duration of the Programme. In exceptional circumstances, candidates may complete all parts of the examination within five years of first registering. Performance is reviewed throughout the programme. Unsatisfactory performance in academic, research or practical work may lead to the end of registration.

# Section 2 - Educational Experience

## 2.1 Overview

The programme at Southampton is designed to enable trainees to work in partnership with a diverse population of children, young people, their families, and services in a range of contexts and settings. Successful trainees will demonstrate the new revised [HCPC Standards of Proficiency](https://www.hcpc-uk.org/standards/standards-of-proficiency/practitioner-psychologists/).

The research requirement of the programme is integrally linked to the placement and academic components and culminates in the preparation of a thesis that aims to address an issue relevant to the psychological development of children and young people in an educational psychology context. While access to participants is often derived from placements, the lead supervisor of the research thesis will always have a substantive post in the Psychology Department.

In accordance with the University’s Code of Practice for Research Candidature and Supervision, the taught element of the programme in Year 1 is assessed at Masters’ level. All components of Year 2 and 3 are assessed at Doctoral level. The placement component of these years combines the learning requirements of the HCPC with the opportunity for trainees to demonstrate the advanced scholarship and reflection.

## 2.2 Academic Requirements

Consistent with the National Qualifications Framework, the doctoral level of the programme requires trainees to demonstrate a systematic acquisition and understanding of the substantial body of knowledge which is at the forefront of professional practice in educational psychology, and that reflects the creation of new knowledge through original research and enquiry to inform the discipline’s practice.

Through a range of academic and practical assignments trainees will be required to make informed judgements on complex issues in the field, and to communicate their ideas and conclusions clearly and effectively to clients, colleagues and academics. At the end of the three-year programme successful trainees will have the qualities and skills necessary for entry to the profession, requiring the exercise of personal responsibility and independent initiative.

## 2.3 QAA Masters and Doctoral Level Descriptors

The transition from Masters to Doctoral level at the end of Year 1 as outlined by the QAA qualification descriptors in the framework for higher education (2024) includes:

### 2.3.1 Masters degree

The descriptor provided for this level of the Frameworks is for any master's degree which should meet the descriptor in full. This qualification descriptor should also be used as a reference point for other qualifications at Level 7 on the FHEQ/SCQF Level 11 on the FQHEIS, including postgraduate certificates and postgraduate diplomas.

**Master's degrees are awarded to students who have demonstrated:**

* a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice.
* a comprehensive understanding of techniques applicable to their own research or advanced scholarship.
* originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.
* conceptual understanding that enables the student: o to evaluate critically current research and advanced scholarship in the discipline o to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

**Typically, holders of the qualification will be able to:**

* deal with complex issues - both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences.
* demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.
* continue to advance their knowledge and understanding, and to develop new skills to a high level.

**And holders will have:**

* the qualities and transferable skills necessary for employment requiring:
* the exercise of initiative and personal responsibility
* decision-making in complex and unpredictable situations
* the independent learning ability required for continuing professional development.

### 2.3.2 Doctoral Degree

The descriptor provided for this level of the Frameworks is for any doctoral degree which should meet the descriptor in full. This qualification descriptor should also be used as a reference point for other Level 8/Level 12 qualifications.

**Doctoral degrees are awarded to students who have demonstrated:**

* the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication.
* a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice.
* the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems.
* a detailed understanding of applicable techniques for research and advanced academic enquiry.

**Typically, holders of the qualification will be able to:**

* make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.
* continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches.

**And holders will have**:

* the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

These are taken from second edition of The Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies (2024) described in full [here](https://www.qaa.ac.uk/docs/qaa/quality-code/the-frameworks-for-higher-education-qualifications-of-uk-degree-awarding-bodies-2024.pdf?sfvrsn=3562b281_11)

## 2.4 Programme Structure and Curriculum

The curriculum is based on the standards of proficiency specified by the HCPC and the core competencies outlined by the BPS. The programme content is arranged overall in 19 modules which in total attract the 540 credit points required for Doctoral (D) level study in Higher Education (see Appendix 2.1). Each module has a separate credit rating which indicates the notional amount of study effort required through attendance at university teaching sessions, on related placement activity or in independent study. The level of assessment is indicated by M (Masters) or D (Doctoral), with D level implying that a higher level of original work, advanced scholarship, critical analysis and reflection will be expected. Doctoral trainees must demonstrate that they have acquired and understood the systematic knowledge base of the profession, and that they have developed relevant skills to carry out research which will generate relevant new knowledge.

The programme is organised over three full time years and trainees are expected to complete all elements. There is no exit award. In terms of trainee effort, the three years each anticipate an average of 180 credit points (1800 hours). Timetabling is designed to provide basic theoretical and practical knowledge in Year 1, required for the closely supervised practice in Year 2, which then leads to increasingly independent practice in Year 3. Each year the programme aims to provide a balance of theory and practice that is integrated in assignments and collaborative activity and consolidated by placements outside the University. Topics will be returned to at deeper levels across the three years.

## 2.5 Vertical Curriculum Strands

Running across the teaching and learning over all three years are a number of core professional practice areas which are critical to professional development in this field. These are embedded core to our teaching and learning activities, congruent with the HCPC standards of proficiency (SOPs) and reflected in the learning objectives in the [[module descriptors](https://www.southampton.ac.uk/courses/modules)](https://www.southampton.ac.uk/courses/modules/psyc6131)

* Ethical considerations
* Multicultural, inclusion and diversity issues
* Systematic and contextual issues such as political factors, LA factors, wider school factors
* Community Practice: principles and practice of inter-professional work and our role with stakeholders.

A rolling programme of whole cohort days across the year addresses these core areas. This year we have days on Friday 13th September 2024, Wednesday 19th March 2025 and Tuesday 6th May 2025.

## 2.6 Placement learning across three years

The Programme includes practice placements across the three years of training that are designed to develop skills and competencies in working as an educational psychologist. In Year 1 trainees are linked in pairs to a designated Field Tutor, a practitioner from the field who works with trainees to coach and model the requisite skills and to observe practice, following the University based curriculum. Trainees are introduced to casework with individual pupils, with the aim of achieving initial casework competence in preparation for placements in Years 2 and 3. Shadowing opportunities with other educational psychologists are also provided in Year 1 to allow trainees to experience a range of approaches and develop a greater awareness of the breadth of the role of an educational psychologist.

For Years 2 and 3 collaborating educational psychology services identify a supervision coordinator (Year 2) or supervisor (Year 3), for each trainee who organises agreed placement activities at all levels of practice and provides advice, guidance and feedback.

A total of 55 placement days, including 3 whole course days, is provided in Year 1. In Years 2 and 3 trainees undertake placement activities for 130 days in each year. The number of placement days reflects the BPS requirement for at least 300 days experience of the generic work of an educational psychologist. The HCPC do not set requirements for the structure, length or range of practice-based learning providing the it allows learners to achieve the learning outcomes of the programme. [The Standards of Education and Training](https://www.hcpc-uk.org/globalassets/resources/guidance/standards-of-education-and-training-guidance.pdf?v=637660865510000000) (SETs) are the HCPC standards we need to meet in order to be approved.

The Placement Coordinator has responsibility for ensuring that each placement provides the appropriate experiences for the trainee to meet assessment requirements and to demonstrate the required learning outcomes. In year 1 the academic and professional tutor for Year 1 meets regularly with field tutors to ensure that the learning experiences are appropriate for each trainee and are in line with the curriculum delivery at the University. In Years 2 and 3 placements are monitored through two triangular reviews and an appraisal each year. Reports of these reviews are sent to the placement coordinator who will raise any concerns with the programme director.

In Year 2 academic input focuses on low incidence needs such as sensory impairment, language difficulty, cognitive limitations, physical or neurological impairment, emotional dysfunction or challenging behaviour. Placement activities complement this University based learning. In Year 3 trainees are expected to develop independent approaches within a supervision framework, increasingly mirroring autonomous professional practice.

## 2.7 Research across the three years

Research is the basis for practice in Educational Psychology. Learning to select appropriately, judge critically and use relevant aspects of psychological research is an integral part of training and is one of the profession’s key strengths. The Southampton Programme was developed to provide trainees with the necessary research and other generic skills to allow them to read research reports with critical understanding and to conduct innovative research relevant to childcare, community and educational settings.

The objectives of the research training programme are to:

* familiarise trainees with the research base of the profession.
* facilitate the development of skills of critical analysis of the research base acquire competence in core aspects of research design and statistical analysis.
* enable trainees to independently develop, design and execute research in relevant settings.
* teach trainees skills to communicate research findings for different audiences (e.g., presentations, writing papers, press releases).
* consider and reflect on racial inequality in psychological research and whose voices are represented.

In the first year, core research skills are provided in conjunction with other postgraduate research trainees in the Psychology Department. Trainees are expected to use the skills they develop in all aspects of their training and related assessments across the three years.

## 2.8 Research Co-ordination

A member of the academic staff, Dr Cora Sargeant is responsible for coordinating the research activity of trainees, from first choice of topic, through the monitoring of research training and the organisation of supervision. The Research Director invites trainees to consider areas of research interest guided by the interests and agendas of potential supervisors in the department towards the end of Year 1. The Research Director then approaches potential supervisors on behalf of trainees with the aim of matching trainee interests to supervisor interests equitably. Over the summer and particularly at the start of Year 2, trainees are invited to book a conversation with the potential supervisor with whom they have been matched to talk through potential projects and decide together whether they would like to begin a supervisory relationship around the thesis.

## 2.10 Ethical Issues in Research

All research projects carried out in the Psychology Department should meet the BPS requirements for ethical research. No project may be carried out without formal approval from the relevant ethics committee(s); these include the Psychology Department Ethics’ Committee, Research Governance and, if appropriate, a Local Research Ethics’ NHS Committee (LREC).

Ethical issues in research are introduced to trainees applied research methods training in Year 1 and further guidance can be found in [the Code of Ethics and Conduct published by the British Psychological Society](https://www.bps.org.uk/news-and-policy/revised-code-ethics-and-conduct-launched). Prior to conducting any research, trainees are required to submit online ethics’ committee and research governance applications which must be approved before the research can start. All forms related to ethics’ applications can be accessed [here](https://ergo2.soton.ac.uk/)

## 2.11 Research Governance

Once an ethical application has been approved by the Psychology Department, it will be sent to the Research Governance office (RGO). The aim of the RGO is to provide researchers with sponsorship and insurance for their research projects. The University of Southampton stipulates that any member of the university should not carry out research without having received confirmation from the RGO of their sponsorship and insurance.

## 2.12 Local Research Ethics’ Committees (LRECs)

If research involves participants or resources linked to the NHS then in addition to going through internal ethics and research governance procedures a further application to the local LREC is needed. An LREC application must be submitted if the proposed research participants fall into one of the following categories[[2]](#footnote-3)

* They are patients or users of the NHS.
* They are individuals who have some relationship to users of the NHS (such as cares of patients).
* They have access to past or current information about NHS patients (including “data, organs or other bodily material, foetal material and IVF”).
* They have recently died on NHS premises.

Or if the research involves:

* Using NHS facilities or premises.
* Using NHS staff.

## 2.14 Teaching and Learning

To meet the required programme learning outcomes trainees will effectively be engaged in active learning and research. They will also undertake a number of collaborative projects, benefiting from the group learning and the development of key skills of team working appropriate to practice. All trainees are therefore encouraged to explore and develop an independent working style to be adapted to their eventual place of work. They will also be encouraged to identify knowledge and skill requirements to be pursued through continuing professional development (CPD) opportunities once they enter employment with a psychological service. The HCPC sets standards for CPD which need to be met to renew registration, and the programme encourages the level of self-reflection required for this.

Different types of learning outcome pursued by the programme are each associated with teaching/learning and assessment activities.

## 2.15 Knowledge and Understanding

Knowledge and understanding are developed through problem-based learning where learning is driven by challenging, open-ended problems with trainees working in collaborative groups. Tutors take on the role as “facilitators” and trainees are encouraged to take responsibility for their group and organize and direct their learning. They are also required to present their findings using a range of approaches which will serve to inform the ways in which they may later work with parents, teachers and children.

Learning is also based on seminars from a range of academic and practitioner psychologists, using problem-based learning activities including school and service-based project work, supported by reading suggestions and other activities. Assessment is by essays, academic critiques, reports of practical activity and role play simulations.

Trainees will also develop subject specific intellectual skills, with learning implicit in the reading, discussion and reflection expected during the programme, as well as through the coaching and feedback supplied in tutorials and supervision.

Trainees will also be expected to develop subject specific practical skills. In this case, learning is largely derived from supervised practice on professional placements, supplemented by specific teaching input on problem-solving, consultation and appropriate interventions. Here, assessment is through:

* reports of casework activity (ROCs) in Year 1 and Service Reports with Reflective Commentary (SRWRC) in Year 2, which document professional placement casework and reflection.
* the casework viva in Year 3, in which trainees present and discuss key casework over the past year.
* Objective Structured Professional Assessments (OSPA), in which trainees take part in observed, simulated consultations.
* a work file of practical assignments undertaken in all years.

## 2.16 Research and Enquiry Skills

Trainees will also be supported in developing key knowledge of research design, data collection and analysis appropriate to producing an evidence base to guide professional practice. The skills gained will also inform practice through the fostering of critical thinking in relation to empirical findings. In addition to the development of the research thesis, these skills are used in the different assessments across the programme (e.g., Essays, Small Scale Research Projects, ROCs, Academic Critiques).

## 2.17 Generic or Transferable Skills

They are assessed in the written assignments and practical experiences prescribed in the programme and include, for example, the development of interpersonal communication, conciliation and negotiation, verbal and written presentation, project work and report writing.

## 2.18 Doctoral College Professional Development

Throughout the three years on the doctorate, trainees will have access to a range of opportunities for training and development. For more information about what is available and how to access the courses please click [here](https://sotonac.sharepoint.com/teams/PGRDevelopmentHub)

# Section 3 - Curriculum Overview Year 1

There are [9 modules](https://courses.soton.ac.uk/) in Year 1.

[**PSYC6070**](https://courses.soton.ac.uk/Module/PSYC6070/2023-24/)Cognitive Elements of Learning 1 Module Lead Tim Cooke

[**PSYC6071**](https://courses.soton.ac.uk/Module/PSYC6071/2023-24/)Emotional Elements of Learning 1 Module Lead Tim Cooke

[**PSYC6130**](https://courses.soton.ac.uk/Module/PSYC6130/2023-24/)Psychology in Professional Practice 1 Module Lead Tim Cooke

[**PSYC6131**](https://courses.soton.ac.uk/Module/PSYC6131/2023-24/)Consultation, Assessment & Intervention 1 Module Lead Tim Cooke

[**PSYC8042**](https://courses.soton.ac.uk/Module/PSYC8042/2023-24/)Small Scale Research Project Module Lead Cora Sargeant

[**PSYC6127**](https://courses.soton.ac.uk/Module/PSYC6127/2023-24/)Evidence Based Practice Module Lead Sarah Wright

**[PSYC6176](https://www.southampton.ac.uk/courses/modules/psyc6176)** Qualitative Methods Module Lead Felicity Bishop

[**PSYC6177**](https://www.southampton.ac.uk/courses/modules/psyc6177) Quantitative Analysis Module Lead Sarah Kirby

[**PSYC6174**](https://www.southampton.ac.uk/courses/modules/psyc6174)Designing Research Module Lead Catherine Brignell

## 3.1 Academic Modules

There are two core academic modules in Year 1 (PSYC6070 and PSYC6071). The academic focus in Year 1 is on biological, cognitive, and behavioural perspectives in child development and learning. Trainees are encouraged to explore, for example, physical, linguistic, emotional, and social development in children including the contextual and environmental impacts on typical development and family, organisational or wider system responses. The academic modules link to trainees’ placement learning where they are encouraged to utilise their understanding of child development and learning in the context of learning and teaching, and related mainstream educational practice. They also look at approaches to assessment and intervention. These modules are assessed via a critique and a 4,000-word essay (see assessment section below).

## 3.2 Research Modules

In addition to the academic and placement learning in Year 1 trainees also take 6 research- related modules. The aim of these modules is to facilitate the development of research skills that allow trainees to conduct research during the doctorate and beyond as a practicing educational psychologist that is of high quality and which allows trainees to exercise evidence-based practice, i.e., to integrate their own judgement in relation to individual children with knowledge of research findings to facilitate decision making processes as an educational psychologist.

## 3.3 Applied Research Methods

The research modules are taken with other PGR trainees within Psychology and cover applied research methods. These modules expose trainees to a wide variety of research methodologies (e.g., qualitative, correlational, and experimental designs) and are designed to give trainees hands-on experience with diverse data analytic techniques, including the use of statistical software. Each session will consist of a lecture and some active group work (e.g., carrying out a short interview or focus group session, hands-on computer-based exercises in data analysis). These sessions are designed to provide trainees with a conceptual understanding of research methods, as well as practical experience. Within each module trainees are asked to complete computer-based learning exercises (e.g., statistics revision exercises).

Learning outcomes are assessed through four assignments, enabling trainees to gain experience in the use of a range of methodologies and related analyses. If trainees have taken these modules within the past two years, they are not required to repeat the modules. However, via discussion there may be occasions where the recommendation may be that trainees audit the modules to reacquaint themselves with the material. They would not be required to do the assessments.

## 3.4 Small Scale Research Project (SSRP)

In Year 1 trainees utilise the research skills acquired in the core research methods modules to develop a project with practising Educational Psychologists ([PSYC8042](https://www.southampton.ac.uk/courses/modules/psyc8042)). Through group-based projects, TEPs work with a local authority EP and a University supervisor to design the research, submit ethics, collect and analyse the data, where appropriate, and write a final project report submitted in September (5,000 words).

### 3.4.1 Working in Groups

Trainees work in small groups of 3 - 4 to design the project, submit ethics, collect and analyse data, but are required to work independently to write up parts of the project. Specifically, the project method and results sections are written collaboratively, while the abstract, introduction/literature review and discussion sections are written individually.

Once trainees and LA and University supervisors are happy that the project can proceed as planned, trainees can submit an ethics application. Trainees are strongly advised to ensure that their supervisors in the local authority and the University are kept informed of steps along the way including regular updates, and discussion of any project changes required. The key to remember is these are collaborative projects set by the local authority, and an opportunity to conduct real-world practice informing research.

The SSRP write up ([PSYC8042](https://www.southampton.ac.uk/courses/modules/psyc8042)) is marked using the standard Edpsych categories: Fail, Pass, Merit and Distinction. The assessment criteria and feedback sheet for the proposal and the project are in Appendix 4.09. The module lead is Cora Sargeant, and the SSRP supervision is shared between Cora Sargeant, Sarah Wright and Henry Wood.

## 3.5 Thesis

Trainees will all meet with the Research Director in June/July at the end of their first year to start to think about a possible research topic and supervisor. For further information about the thesis see Section 4.2.

## 3.6 Placement Learning

Field tutors seconded from Hampshire, Portsmouth, Southampton, Bournemouth, and West Sussex Educational Psychology Services play a key role in facilitating the placement learning of trainees in year 1. Trainees are linked to these field practitioners who organise school and service experiences to complement the academic teaching and provide opportunities for practice in a school environment, allowing for a graduated progression to fluent and adaptive practice. Trainees maintain a practical work file, completing the log of evidence for BPS competencies linked to SOPs and write two casework reports, and report on a teaching intervention.

## 3.7 Summary of Year 1 Modules and Assessment deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| Module | Assignment | Assignment Overview | Submission |
| PSYC6174 | Designing Research for Psychology | Coursework | 18/11/2024 |
| PSYC6070 | Cognitive Elements of Learning 1 | PBL Critique (2500 words) | 25/11/2024 |
| PSYC6176 | Qualitative Research Methods for Psychology | Mini Qualitative Project | 13/01/2025 |
| PSYC6071 | Emotional Elements of Learning 1 | Essay (4000 words) | 17/03/2025 |
| PSYC6127 | Evidence Based Practice | Critique of a paper (2000 words) | 28/04/2025 |
| PSYC6177 | Quantitative Analysis for Psychology | Coursework | 12/05/2025 |
| PSYC6131 | Consultation, Assessment and Intervention 1 | 2 x Casework reports (3000 words each) | 18/07/2025 |
| PSYC6130 | Psychology in Professional Practice 1 | Practical Work file[[3]](#footnote-4) | 25/07/2025 |
| PSYC8042 | SSRP | Research Proposal | 02/09/2025 |

# Section 4 - Curriculum Overview Year 2

During this year there will be an increasing requirement for trainees to reflect critically both on their practice, and how it has been informed by the research literature. In particular, the casework model derived from a consultation/problem-solving stance permits a form of causal modelling and formulation consistent with high quality casework. The assessment criteria include the doctoral level elements of the creation and interpretation of new knowledge, through original research or other advanced scholarship, and the systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice.

Year 2 includes six core modules.

[PSYC8040](https://www.southampton.ac.uk/courses/modules/psyc8040) Emotional Elements of Learning 2 Module Lead Colin Woodcock [PSYC8041](https://www.southampton.ac.uk/courses/modules/psyc8041)Cognitive Elements of Learning 2 Module Lead Colin Woodcock [PSYC8022](https://www.southampton.ac.uk/courses/modules/psyc8022)Research Proposal[[4]](#footnote-5) Module Lead Cora Sargeant

[PSYC8045](https://www.southampton.ac.uk/courses/modules/psyc8045)Consultation, Assessment & Intervention 2 Module Lead Colin Woodcock

[PSYC8043](https://www.southampton.ac.uk/courses/modules/psyc8043)Psychology in Professional Practice 2 Module Lead Colin Woodcock

[PSYC8039](https://www.southampton.ac.uk/courses/modules/psyc8039)Dissemination and User Engagement Module Lead Cora Sargeant

Trainees also take part in [PSYC6104](https://www.southampton.ac.uk/courses/modules/psyc6104) Introduction to CBT Theory & Skills for a basic understanding of the principles of CBT assessment, formulation and change methods but do not take the associated assessment.

## 4.1 Academic Modules

The focus of the academic input in [PSYC8040](https://www.southampton.ac.uk/courses/modules/psyc8040) and [PSYC8041](https://www.southampton.ac.uk/courses/modules/psyc8041) in Year 2 is on atypical development in children, and the educational settings and provision designed to meet their needs. Topics include, for example, low incidence areas such as language impairment, sensory impairment, physical disability, severe, profound, and multiple learning difficulties; emotional, social communication and attention regulation difficulties. The academic content is complemented by exploration of local authority provision for children with complex needs. The learning outcomes for the two core academic modules in Year 2 are assessed with two Academic Critiques. In [PSYC8039](https://www.southampton.ac.uk/courses/modules/psyc8039) Dissemination and User Engagement, TEPS work with their PSYC8034 Small Scale Research Project (SSRP) group members and Local Authority supervisors to write a plan and disseminate the research findings generated in their SSRP.

## 4.2 Research Thesis

Having thought about and begun to formulate, a question for their research thesis towards the end of Year 1, trainees are asked to identify potential research topics for their thesis and work with Cora to identify a supervisory team of at least two supervisors, at least one of whom should be a member of the academic staff in Psychology. Co-supervisors can include additional members of staff or appropriately qualified individuals who are external to the university (e.g., staff from other institutions or educational psychologists). Trainees will start to consolidate this process by writing (with their supervisor) a research proposal early in their second year. The proposal is reviewed by the supervisor and the Research Director.

The progress trainees make on their doctoral thesis is monitored through the programme via the completion of a progress reports in Year 2, and two in Year 3.

Year 2 Progress review: 19th July 2024 (Year 2)

The research thesis represents an opportunity for trainees to pull together the research skills developed in the first year of training. It consists of two publishable papers: a systematic review and an empirical paper and an introductory chapter. Trainees work with their research supervisors to develop a set of primary and secondary research questions; they will also think of a question to inform their systematic review; the systematic review should use systematic and replicable methods to identify, select, and critically appraise the literature able to contribute to answering the question of interest. The term ‘systematic review’ is used here as an umbrella to capture several different review methodologies, from meta-analyses to narrative reviews, to thematic syntheses.

Trainees should pre-register their systematic review protocol with an appropriate registry where possible. Prospero was the first registry and remains the University’s preferred option. The Registry of Systematic Reviews, Meta-Analyses in Research Registry, INPLASY, and the Open Science Framework have all started more recently and are worth being aware of; Pieper and Rombey (2022) looked at each in some detail.  When you are running a systematic review, please also ensure you check the relevant registries to avoid accidentally doubling up on someone else’s work and please take the time to register your own as a courtesy to other scientists in the field.

Pieper, D., Rombey, T. Where to prospectively register a systematic review. Syst Rev 11, 8 (2022). <https://doi.org/10.1186/s13643-021-01877-1>

The empirical paper involves working closely with supervisors to design and implement a study, using appropriate data collection and analysis techniques.

The research thesis represents a more substantial piece of work than the SSRP. It must make an original contribution to knowledge in the field of child and educational psychology. Research design, execution, analysis, and interpretation should be of a high standard and appropriate to the research problem.

On completion of the thesis, trainees should be able to:

* demonstrate skills involved in formulating a research question.
* place a research question clearly within a broad theoretical and empirical psychological literature.
* think through appropriate methodologies to test a research question collect, analyse, and interpret data for the generation of new knowledge.
* disseminate results through the production of two clear and concise papers (empirical and a systematic literature review) to extend the discipline.

## 4.3 Guidelines on the preparation and submission of the Thesis Proposal

Submission process

The Dissertation Research Proposal must be submitted electronically through eAssignment by the candidate by the specified submission deadline. Please ensure that your supervisors have provided a comment on your proposal prior to submission (using the relevant Dissertation Proposal Feedback Form for Primary Supervisors Appendix 4.10 or 4.11 as appropriate) and that they have approved the research rationale, aims/hypotheses, and methodology. The proposal will then be read by the Research Director to help ensure that it represents a relevant, practicable and appropriate project to pursue for the award of the doctoral degree (Appendix 4.12). In some circumstances a second review of the proposal may be requested. This usually occurs when there is concern that the proposal will require considerable amendments.

Content

The proposal must provide the reviewer with sufficient information to make a reasonable judgement about the relevance and appropriateness of the project. The proposal should be approximately 1500 words and must clearly articulate the purpose, design, measures, participant group(s), data management, ethical issues and theoretical/clinical relevance of the project. See Blackboard for a recommended outline with suggestions and guidelines for inclusion in each section.

**Ethics:** Provide a brief statement about the ethics committee approval procedure(s) to be followed. Following the panel’s written feedback, a completed University Ethics Committee application form must be submitted for review by members of the Psychology ethics committee and/or the University Research Governance office.

NHS Ethics Committee and Trust R&D/Governance approval may also be required (e.g., if recruitment is conducted through clinical settings, or the data collection involves any DNA e.g., saliva). Candidates should be mindful of the time taken to achieve this.

Following consultation with their supervisor(s) and Research Director as necessary, trainees should decide whether they believe their research requires NHS ethical approval. This decision should be explained in the proposal. If a detailed case needs presenting, please add this as an Appendix to the proposal. If trainees do not feel they can conclude, then they should indicate what steps they are taking to gain advice. Advice may be sought from Trust Audit Offices, R&D Departments, Trust Data Protection officers, University Research Governance Office, and members of the Research Team and from local NHS ethics committees themselves.

You are **not** required to submit copies of your information sheet(s) and consent form(s) or de-briefing statements with the proposal. You will, however, need to make sure that these are checked with your supervisor before submitting them to any Ethics Committee. Please remember that written material for the public must be word perfect and of the highest standard in terms of written English.

Postgraduate Research Supervision Agreement: In conjunction with their supervisor, trainees should complete the Postgraduate Research Supervision Agreement (see Appendix 3.1) and submit this with their proposal.

Collaboration

Occasionally trainees collaborate in data collection with another researcher. Be aware that you will be constrained by the other researcher who may not be working to your timetable, and this could affect your ability to meet deadlines. You should negotiate a timetable with the other researcher, involving your supervisor. You should meet regularly with the other researcher to review progress and solicit your supervisor’s assistance, at the earliest possible time, if a problem begins to arise in data collection.

Data Management Plan

Research data management is an important skill to help keep data safe, findable and reusable. All Year 2 trainees are required to take the [Data Management course](https://library.soton.ac.uk/sash/workshops/research-data-management), created by the library research engagement team. It provides a general introduction to data management and enables you to complete the [PGR Data Management Plan](https://library.soton.ac.uk/researchdata/phd). The course takes approximately 3 hours and provides a certificate of completion to upload for you to provide to your supervisor.

The library has also provided several helpful guides [here](https://library.soton.ac.uk/researchdata)

## 4.4 Proposal submission checklist

* Research proposal approved by research supervisor. This may be submitted with your research supervisor’s comments in track changes.
* Gantt Chart approved by supervisor.
* Completed budget (signed by supervisor).
* Completed Supervisor Proposal Mark Sheet. Make sure your supervisors have time (2 - 4 weeks) to review, comment on your proposal before submission.
* Completed Supervisor Agreement.
* Completed Data Management Plan.

Combine all 6 documents into a single word/pdf and upload to eAssignment by 2nd December 2024

## 4.5 Approval process for dissertation proposals

Your proposal will be assessed by the Research Director and then returned with one of four categories of feedback:

* Approved
* Approved conditional on addressing the issues raised.
* Re-submission with major amendments
* Unfeasible

Approved

Your proposal has been approved without the need for amendments. You may go ahead and submit an Ethics Committee application to the University Psychology Ethics Committee.

Approved conditional on addressing the issues raised

If your proposal is assigned to this category, it means that the research team has provisionally approved your project and that you may proceed with the study, but that there are minor problems which will be detailed in the feedback from the reviewer.

You must discuss the feedback with your supervisor and decide how you will respond to the suggestions and comments that have been made. You do not necessarily need to make all the changes that are suggested, but you do need to consider any suggestions carefully. If you decide not to make some of the changes, you need to be able to explain why you have decided not to do so.

You may apply for Ethics Committee approval following provisional approval. However, you would be advised to ensure that the proposal you send to the Ethics Committee with your application takes account of the concerns raised by the reviewer.

You should do the following:

* Submit a summary of how you propose to respond to the criticisms and suggestions that have been made within 3 weeks of receiving this feedback. You do not need to revise the proposal.
* Put your name and project title on the comments and resubmit it electronically in eAssignment.
* The reviewer will check that they are satisfied with the amendments and then you will receive notification from the Research Director that full approval has been awarded.

Re-submission with major amendments

If your project is graded in this category, it means that the Programme has serious concerns about one or more aspects of the project. These concerns will be specified in the feedback together with suggestions on how to resolve the difficulties.

You must consult your supervisors and address the problems. If your project falls in this category, you will have to re-submit your research proposal by a date that will be communicated to you (usually 6 weeks following written feedback from the team). You may submit earlier and are encouraged to do so whenever possible.

If you need to discuss the project after you have consulted your supervisor, please arrange to meet with the Research Director.

When you re-submit your proposal, please ensure that:

* You submit a brief summary of how you propose to respond to the criticisms and suggestions that have been made **within 6 weeks** of receiving this feedback.
* You include the reviewer’s comments with this summary.
* You put your name, project title and the date on your summary and resubmit it electronically in eAssignment.
* You mark the re-submitted proposal with the new date of submission and the words “re-submission.”

Your re-submitted proposal will be reviewed. Please do not submit to the Psychology Ethics Committee until your amended proposal has received either full approval or conditional approval. Only, after receiving Ethics Committee approval, may you submit for NHS ethical approval, if required to do so.

Unfeasible

If your project is graded in this category, it means that the Programme believe your study is not feasible in its present form and that you need either to choose a new project or to make very substantial alterations.

In either case you must submit a new proposal by a date that will be communicated to you (usually 8 weeks following written feedback from the team).

## 4.6 Ethics

Committee approval

You will require Psychology Ethics Committee approval and may require approval from the NHS and HRA Directorate for the region in which you plan to conduct your research.

Although you may wish to draft your Ethics application forms, you should not send them to either of these committees until you have received approval, or provisional approval of your proposal from the primary research supervisor, since you may be required to modify your study design, and hence your Ethics application forms.

If NHS ethics is required, we strongly recommend that you allow sufficient time to submit your application first to the Psychology panel and following approval from Psychology then to the NHS ethics panel (any substantial amendments requested by the NHS panel can then be resubmitted to the Psychology panel). You will also require University research governance.

Please send copies of all approval letters that are required before you commence your study (e.g., University of Southampton Research Governance, NHS ethics) to your supervisor.

## 4.7 Research budget

As postgraduate research students, trainees are allocated a sum of money (currently £1,200) to support research related activities. Most trainees use their funding to support work related to their research thesis. It can also be used to attend research conferences where a trainee is presenting work related to their thesis. The research proposal should include a full outline of the thesis costs (e.g., questionnaires, travel to and from schools, programming etc.). The research proposal will not be approved without this information. Please note any tests bought from a trainee’s research budget must be returned to the programme once the dissertation is complete. This is monitored by the course to ensure that all trainees can benefit from the tests purchased as part of previous TEPs research. To purchase items, including participant vouchers (which require participant receipt signatures) from your research budget, send your requests and your costs code (provided by the Doctoral College team) to [buy@soton.ac.uk](mailto:buy@soton.ac.uk). Vouchers brought outside this system will not be honoured. You can claim back funds you have spent out of pocket by completing a claim form available on the University finance intranet website. Login via Sussed. Note that all expenses need to be approved by the supervisor, or in the case of a seconded member of staff being your primary supervisor, Cora Sargeant, prior to claiming.

## 4.8 Postgraduate Research Supervisor Agreement

Support for the thesis supervision process is formulated through a postgraduate research supervisor agreement (see Appendix 3.1). This agreement outlines the aims and objectives of supervision, as well as the responsibilities of trainees and their supervisors. In addition, it goes through what steps will be taken in the event of illness and provides an outline for authorship and publication of joint work.

## 4.9 Placement learning

Links between the academic content and placement learning in Year 2 is facilitated via supervision coordinators. Supervision coordinators organise and monitor placements within their own services, in accordance with the HCPC guidelines and the programme’s stipulations for content and supervision arrangements.

In Year 2, at a time agreed between the LA and the trainee, trainees have the opportunity (9 days – over 3 weeks) to pursue an area of specialist interest addressing one or more aspects of diversity and cultural difference by undertaking a specialist diversity placement. The placement will be negotiated taking account of opportunities available within the local authority and the trainee’s areas of interest and experience, and should enable the trainee to meet one or more of the BPS competencies related to Equity, Diversity and Inclusion:

* Demonstrate appreciation of diversity in society and the experiences and contributions of all.
* Demonstrate understanding and application of equality and diversity principles and actively promote inclusion and equity in their professional practice.
* Demonstrate understanding of the impact of inequality and poverty and their implications for wellbeing, access to resources and services.
* Take appropriate professional action to redress power imbalances and to embed principles of anti-discriminatory and anti-oppressive practice in all professional actions.
* Demonstrate knowledge and understanding of varying family characteristics and/or structures. Be aware of attitudes to impairment, disability, and neurodiversity and where relevant, redress influences which risk diminishing opportunities for all vulnerable children and young people including those with SEND and their families.
* Demonstrate knowledge and understanding of race, religion or belief, gender, sexuality and their intersection as relevant to professional practice. This will include showing an understanding of the impact of stigmatising beliefs.

Importantly, this placement also enables trainees to learn with, and from, other professionals and is important in terms of helping trainees develop their own identifies as practitioner psychologists and preparing them for future professional practice. Educational psychology services and service users also benefit from any new perspectives resulting from the diversity placement. Trainees receive supervision from their placement supervisor whilst undertaking this placement.

Placement learning is recorded in trainees’ practical work files and in two service reports with reflective commentaries. Trainees also undertake four role-played professional scenarios at the university, each relating to an aspect of working within the post-16 age range (OSPAs). This assessment forms part of your placement assessment but is not graded pass/fail rather the focus is on identifying areas of strength at this point in training and areas for further development.

Trainees’ knowledge and understanding of psychometrics will be assessed through open book multiple choice questions and will assess knowledge of:

* Normal and non-normal score distributions and how measures of central tendency and spread relate to different score distributions.
* Differences between raw standardised scores and the implications of different scoring systems when comparing candidates.
* Reliability and validity.
* Classical Test Theory, and the assumptions it is based on, and the main sources of error in testing.

The aims and objectives for Year 2 modules, along with indicative syllabus, key skills and specified learning outcomes and related assessments are summarised below and outlined [here](https://www.southampton.ac.uk/courses/modules)

## 4.10 Summary of Year 2 Modules and Assessment deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| Module | Assignment | Assignment Overview | Submission deadline |
| PSYC8041 | Cognitive Elements of Learning 2 | Critique (3000 words)  Reflective Grid[[5]](#footnote-6) | 25/10/2024 |
| PSYC8022 | Thesis Proposal | (approx. 1500 words) | 02/12/2024 |
| PSYC8045 | Multiple Choice Psychometric Paper | MCQ | 27/01/2025 |
| PSYC8045 | RAC 1of 2 or SRWRC | Service Report with Commentary (2500 words) | 24/02/2025 |
| PSYC8039 | Dissemination & User Engagement Portfolio[[6]](#footnote-7) | Portfolio | 21/04/2025 |
| PSYC8040 | Emotional Elements of Learning 2 | Video  Reflective Grid | 06/05/2025 |
| PSYC8045 | RAC 2 of 2 or SRWRC | Service Report with Commentary (2500 words) | 18/07/2025 |
| PSYC8043 | Practical Work file Psychology in Prof Practice 2 | Supervisor Report  Work file | 18/07/2025  25/07/2025 |
| PSYC8022 | Thesis Progress Report |  | 14/07/2025 |

# Section 5 - Curriculum Overview Year 3

The aims and objectives for Year 3 modules, along with key skills and specified learning outcomes and the assessments are summarised below:

[PSYC8022](https://www.southampton.ac.uk/courses/modules/psyc8022)Research Thesis Module Lead Cora Sargeant

[PSYC8044](https://www.southampton.ac.uk/courses/modules/psyc8044)Consultation, Assessment & Intervention 3 Module Lead Bee Hartwell

[PSYC8046](https://www.southampton.ac.uk/courses/modules/psyc8046)Psychology in Professional Practice 3 Module Lead Colin Woodcock

## 5.1 Research in Year 3

Year 3 trainees will continue to work towards the completion of their research thesis. In order to achieve this goal two days each week are set aside for trainees to focus on their thesis work (typically Mondays and Fridays). They also attend the University for a minimum of 9 taught sessions, 3 whole course days, 2 days at the PG Conference (June dates tbc) as well as some additional assessment (e.g., casework and thesis viva days).

The progress trainees make on their doctoral thesis is monitored through the programme via the completion of two progress reports in Year 3: 7th October 2024 and 27th January 2025. Trainees and their supervisors are both asked to comment on progress (see Appendix 3.3b). Trainees should complete the form and email it to their supervisor for comment, and then send to Cora Sargeant by the deadlines above. The more detailed the October progress is the better as in order to meet the June deadline it is essential to have a clear plan agreed with your supervisors of when you will be submitting drafts of both papers. Please also include updated detail about timelines and a new Gantt chart.

### 5.1.1 Research Co-ordination and Research Thesis

Teaching in this module is comprised of individual meetings with trainees and their research supervisor. The supervisor plays an important role in the successful completion of both the systematic review and empirical paper. It is important that trainees meet with supervisors frequently, at least during the early stages of the research process and it is their responsibility to arrange these meetings.

### 5.1.2 Thesis Format

Thesis guidance follows guidance for the PhD three paper thesis format. The thesis must include a substantial introduction that:

* Demonstrates the papers form a coherent body of work.
* Demonstrates that the papers represent a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or an area of professional practice.
* AND in the case of multiple authors, establishes the candidate’s contribution to the published papers.

This introduction to the thesis should be approximately 2,500 words but does not count as a substantive contribution in its own right. It should set the work in context and may for example contain a brief and focused orientation to the research topic and an outline of the methodology/epistemology employed. Any material of substance that would not go it the publishable paper may be added as an appendix. The length of the two papers will depend on the requirements of the journal for which you are writing.

The papers are substantial, self-contained, and published or publishable in reputable peer reviewed journals. Collectively the thesis must demonstrate the capacity to meet the requirements listed in Section 5 “*The Difference between PhD and MPhil*” of the [Code of Practice for Research Candidature and Supervision](https://www.southampton.ac.uk/doctoral-college/pgr-code-of-practice.page)

The candidate must be the principal author of the papers and the writer; however, it would be expected that supervisor(s) would also meet criteria for authorship on a manuscript submitted for publication. The supervisor must certify the centrality of the trainee role at the front of the thesis.

The layout of the thesis must adhere to that outlined in the document [Producing your thesis – a guide for research students](https://www.southampton.ac.uk/quality/pgr/research_degree_candidature/completion.page?), both in the format, length and sequence of material (including a single list of references and/or bibliography only, with all appendices located at the end of the thesis). Please go to the library website and select the [Whole Thesis format](https://library.soton.ac.uk/thesis/templates) option**.** Where formatting is not stipulated in the above guidance, please use APA 7 formatting.

### 5.1.3 Research Thesis and the Oral Examination

Vivas are scheduled for **10th July 2025**. To have your viva on this day you need to submit an e copy of your thesis via [PGR Manager](https://sotonac.sharepoint.com/teams/PGRManagerGuide/SitePages/PGR-Students.aspx?xsdata=MDN8MDF8fGE4NzQ0Y2I3NDQ2ZDQxMmViNmQzNGVmYzRkNmZlZDUwfDRhNTM3OGY5MjlmNDRkM2ViZTg5NjY5ZDAzYWRhOWQ4fDF8MHw2Mzc2Nzk4NTEzNTk1MTEwNjZ8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaUlpd2lRVTRpT2lJaUxDSlhWQ0k2TVRKOQ%3D%3D&sdata=N3NlOGk5TE1CWnF6aDA5TEVvQUc5ckZNWWpWTzF2S0poNk8wOXg4SWhJMD0%3D&ovuser=4a5378f9-29f4-4d3e-be89-669d03ada9d8%2Csjw1d12%40soton.ac.uk) and eAssignment by **Monday 2nd June 2025.**

If you submit after 2nd June 2025, we cannot guarantee that you will have your viva on 10th July 2025, and you may have your viva at a later date. This later date is determined by the availability of examiners and will be arranged only after you have submitted.

If you do not plan to submit by **Monday 2nd June 2025** you should make this clear in good time. You do not need to apply for an extension until **31st August 2025**. At this point, if in discussion with your supervisor and the Research Director, you felt there were exceptional circumstances which would potentially warrant an additional extension, your request would be considered under [special considerations](https://www.southampton.ac.uk/quality/assessment/special_considerations.page) (please note this is NOT the usual extension form. You need to download the [Extension to Candidature](https://www.southampton.ac.uk/doctoral-college/researcher-resources/handbook/fels/bio-registration.page) form. Please note: this should be submitted two weeks before 31st August 2025.

Part of the assessment of this piece of work involves an oral examination also known as a *viva voce* involving an internal and an external examiner. Examiners are asked to comment on the thesis and the candidate’s performance in the viva in relation to whether they have demonstrated (“yes”, “partially” “no”): the creation and interpretation of new knowledge through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline and merit publication a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or an area of professional practice the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems a detailed understanding of applicable techniques for research and advanced academic enquiry.

[Examiners’ recommendations](https://www.southampton.ac.uk/quality/pgr/examination_and_examiners/index.page) are based jointly on the thesis and the viva performance. A candidate who fails to submit a corrected or revised thesis by the date set by the examiners shall typically be regarded as having failed the examination and the recommendations of the examiners shall lapse.

### 5.1.4 Submission of Final Thesis

This will be done via [PGR Manager](https://pgrmanager.soton.ac.uk/do/southampton-login/login?rdr=%2F80283%2Ffaculty-of-environmental-and-lif%2Flinked%2F20x0%3Fsort%3Dtitle%26type%3D801v6)

Please note the following checklist:

* Upload of final thesis following approval of amendments.
* Permission to Deposit Form
* No embargo - this is not commonly ticked anymore as many publishers do not count theses as publications. If you do need an embargo, please only do 1 year.
* Data sharing. You need to select permanent embargo unless you have specific permission to share your data from participants. This should have been outlined in your data management plan.
* Consider whether there are datasets underpinning this thesis for deposit and you must also list the journals in which you plan to publish.
* Supervisors need to have a copy of all your data electronically (SPSS or NVIVO file, excel spreadsheets etc.)
* Paper copies of data and consent forms need to be put into secure storage – Angela can coordinate this.
* If your ethics has said that you would delete electronic / digital audio files following transcription, please ensure this has been done – particularly if you used a transcriber.
* If you purchased any measures, manuals, books, equipment on your university budget, please return these to your supervisor or to the Doctoral College.

## 5.2 Placement learning

Year 3 focuses on interventions to address increasingly complex issues, in both the learning and behaviour domains, in a different local authority service, where learning and therapeutic programmes can be trialed over time. Trainees demonstrate greater autonomy in practice and work towards demonstrating mastery of all the standards of proficiency. As part of their placement trainees are expected to undertake longer term project work at organisational or policy level including collaborative work with other educational psychologists.

This continuing professional development is assessed in Year 3 through university-based sessions in which trainees focus on the BPS competencies, and HCPC Standards of Proficiency.

The aims and objectives for Year 3 modules, along with key skills and specified learning outcomes can be found [here](https://www.southampton.ac.uk/courses/modules) and the assessments are summarised below:

## 5.3 Summary of Year 3 Modules and assessment deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| Module | Assignment | Assignment Overview | Submission deadline |
| PSYC8022 | Thesis Progress Report 1 |  | 07/10/2024 |
|  | Thesis Progress Report 2 |  | 27/01/2025 |
| PSYC8046 | Casework Viva | Casework | 23/05/2025[[7]](#footnote-8) |
| PSYC8022 | Thesis submission | Literature Review & Empirical Paper | 02/06/2025 |
| PSYC8044 | Practical Work file | Supervisor Report  Work file | 20/06/2025  27/06/2025 |
| PSYC8022 | Viva | Thesis | 10/07/2025 |

# Section 6 - Assessment

The Psychology Department is committed to the use of assessment methods that properly assess the intended learning outcomes of each of the modules across the programme. It further aims to ensure that its assessment methods map on appropriately to the key skills that it would like trainees to acquire.

The general principles that guide specific policies and practices specify that assessment should:

* represent an integral part of the curriculum design and development.
* provide an opportunity to assess student learning throughout all elements of their programme.
* be made explicit in each module and map onto expected learning outcomes measure not only what has been taught, but also what has been learned.
* be incremental and sufficiently demanding across the programme.
* be reliable (i.e., yield consistent results) and valid (i.e., reflect intellectual  
  attainment) afford all trainees an equal opportunity to perform well.
* be monitored to capture innovative change be associated with timely feedback.
* change and develop appropriately to reflect student comments.

## 6.1 Assessment outcome

Assessments are used across the programme that reflect the learning outcomes and the development of key skills within each module. All academic and research assessment in Years 1 and 2 are typically given one of four categories (See Appendix 4.08 for the feedback forms):

* Fail
* Pass
* Merit
* Distinction

The exceptions are the ROC and RAC assignments where a “met/not met” judgement is made against a number of criteria (See section 8.11 and 8.12). For the ROC and RAC to pass, all criteria must be met.

The course expects all assignments to reach a good standard of spelling, punctuation, grammar (SPAG) and APA guidelines, and failure to reach this standard will result in the overall assignment of any assignment originally meriting a Distinction or a Merit grade achieving a lower grade. For example, an assessment marked as a Merit but failing the criteria set for APA and/or SPAG would be awarded a Pass. If an assignment is marked overall at Pass, but also fails on any of standard of writing, APA or SPAG, it will not automatically be lowered to an overall Fail grade, but the feedback will note the need for improvement in the failed criterion/criteria.

The Year 1 and 2 work files are marked formatively (feedback sheets in Appendix 4.08 highlight the assessed areas). There are 3 potential outcomes:

* **Pass**: no further action
* **Pass subject to provision of listed accountability elements within 6 weeks of receiving feedback**: Few missing bits (e.g., need to upload a couple of weekly logs, or a placement calendar) but passed.
* **Pass with requirements for next year’s work file**: Key missing parts which are required to be included in the following year’s work file (e.g., an intervention monitoring report, service user feedback etc.)

In some cases, trainees may be encouraged/advised to focus on specific bits in their Year 2 work file (e.g., make sure you have fuller service user feedback). In exceptional cases where a work file falls significantly below the expected standard, we will require the trainee to meet with the module lead to discuss required amendments for that year’s work file.

Where additional work is needed, either now or next year, the feedback will make this clear on e-assignment by stating that the criteria have been met partially.

In Year 3, the categories used in the assessment of the practical work file are (see Appendix 4.08 for the feedback forms):

* Pass: where the work meets all the criteria detailed on the marking sheet.
* Conditional Pass: where the report or file is basically sound but where further work of a relatively minor nature is needed before it can be considered a pass. This would include, but is not limited to, cases where there is an unacceptable degree of syntax, spelling, referencing inaccuracies or breaches in confidentiality. It may also include cases where minor amendments to section(s) of the work file would result in the work file being considered a pass.
* Fail: where the work fails to meet the criteria for a significant number of the criteria.

## 6.2 Rules of Progression and Programme Failure

To progress formally from one year to the next, trainees are expected to have received a pass mark in every module. An additional exam board is held in November to formally record that work from the previous academic year has been completed.

A candidate will have been deemed to have failed the programme on any part of the examination without the right of re-entry, on one or more of the following grounds:

* Failure to complete all elements of summative assessment to a satisfactory standard within five years of first registration, or by such a date as will have been agreed by the Board of Examiners.
* Where a piece of work has been failed on resubmission.
* Candidates must pass at least 50% of the credits in each year at the first attempt.
* In exceptional circumstances, such as gross misconduct or a serious breach of the Code of Conduct of the British Psychological Society, or if the placement is terminated or suspended after disciplinary action, the Board of Examiners reserves the right to fail a candidate without permitting re-entry.
* Failure of a practical placement will lead to failure of the programme, unless there has been successful corrective action of the failure as agreed by the Board of Examiners.

Information for trainees on university guidelines for appeals and complaints can be found [here](http://www.southampton.ac.uk/studentadmin/appeals/forstudents.html)

## 6.3 Resubmissions

Only one resubmission is allowed for any one piece of work. This timescale for resubmission is laid down by the Board of Examiners. The Board of Examiners has agreed that all trainees are required to resubmit failed assignments for Psychology modules on the doctoral programme within 6 weeks of the feedback date, with any extension requests being handled through special considerations.

Trainees who fail both ROCs can submit their Primary resubmission 6 weeks after feedback and their Secondary resubmission 6 weeks later.

Failed assignments for PSYC6174, PSYC6176 and PSYC6177 will be handled via the University’s normal referral process, with the referral method as outlined in the module profile for the relevant module. A trainee with a pattern of repeated resubmissions within the same academic year, even where there may have been extenuating circumstances, must attend a review with their personal academic tutor and the Programme Director to consider whether the Doctorate in Educational Psychology continues to be the right programme of study.

Should a trainee fail any assessed piece of work, the trainee will receive clear guidance to clarify which areas need addressing in the second submission. For all resubmitted assignments the word count is lifted unless the assignment has failed for exceeding the word count. The trainee may wish to meet their personal tutor/and or the marker to discuss their response. Trainees will need to indicate how they have responded to marker feedback using the resubmission form (see Appendix 4.14) and tracked changes to indicate where these changes appear. Trainees can only re-submit a piece of work once, and where relevant, resubmitted work is capped at a Pass.

The Programme Administrator will notify trainees of the resubmission date via email. The resubmitted work (with the resubmission form) should be uploaded via eAssignment. Following resubmission, the marker will confirm whether the resubmission has met the resubmission criteria using the attached resubmission form. The timescale for receiving this feedback is within 4 weeks.

## 6.4 Feedback

Feedback on coursework can take several forms. For example, it can be verbal (e.g., explained aloud by a member of the programme team) or written (e.g., written as comments or ratings). In addition, it can be individual (i.e., about your own work) or collective (i.e., about the work of the group as a whole). Furthermore, it can be specific (e.g., pointing out one error or misunderstanding) or general (e.g., pointing out a tendency towards making unsupported assertions).

Trainees receive feedback for all assessed components; the aim being to enable trainees to think through and monitor their learning across different modules. It should also enable them to identify their own strengths and weakness, and clearly indicate points for improvement. To provide timely and comprehensive feedback, feedback sheets are used for all written coursework and are designed to reflect the assessment criteria for the different forms of assessment.

Feedback is given to trainees online via eAssignment and we aim return all coursework with feedback within four weeks of the submission date[[8]](#footnote-9). All programme tutors will be informed of individual trainee marks for assessed pieces of work via the moderation report; trainees are expected to share feedback with tutors in tutorials and to reflect on their learning.

# Section 7 - Assessment Descriptions

In keeping with the overall course aim to integrate theory and practice, all academic work should also address any practical/professional implications. In addition, all written work will be considered in the light of the Health and Care Professions Council’s (HCPC) requirement to be able to demonstrate effective and appropriate skills in communicating information in a manner consistent with professional practice, demonstrating effective use of language & grammar and avoiding inaccuracies of spelling or punctuation. The author should ensure connections are made within and between sentences, paragraphs, and sections in order to ensure ideas flow together smoothly and logically.

## 7.1 Assessment criteria for PBL Critique

All groups have the same focus text, which has relevance to language and literacy development. It is not necessary for you to organise your PBL response centrally around this focus text. However, your PSYC6070 assignment will be a PBL critique task, where you are required to:

Summarise the text and locate it within the psychological literature.

Consider the strengths and weaknesses of the arguments and methods used in that text.

Bearing in mind the above critique, consider the implications of the focus text for practitioners providing advice and support in the area of language and literacy development.

Each section has a word limit of approximately 800 words with a maximum of 2,500 words for the whole submission.

The graduated criteria for the PBL Critique are:

**Criteria for Awarding a Distinction:**

**Presentation**: The trainee presents key texts with excellent clarity, accuracy, and succinctness, demonstrating a comprehensive and nuanced understanding of the material.

**Integration:** The trainee seamlessly links key texts to underpinning theory and related evidence, demonstrating a strong understanding of the theoretical framework.

**Analysis:** The trainee presents and prioritises evidence with a high level of critical insight, thoroughly evaluating its strengths and weaknesses. The trainee explains explicitly how these judgments are reached, giving greater weight to stronger evidence.

**Application**: The trainee makes highly insightful or innovative connections between the focus text and its practical implications for language and literacy development, identifying gaps in research that future work could address

**Standard of Writing**: The trainee’s standard of writing is excellent, consistent with publishable quality, with minimal to no errors of composition, spelling or grammar.

**Criteria for Awarding a Merit:**

**Presentation:** The trainee presents key texts with clarity, accuracy, and succinctness, demonstrating a strong grasp of the material.

**Integration:** The trainee links key texts effectively to underpinning theory and related evidence, showing a thorough understanding of the theoretical framework

**Analysis:** The trainee presents and prioritises evidence in a thoughtful way which includes highlighting its strengths.

**Implications:** The trainee makes clear and insightful connections between the focus text and its practical implications for language and literacy development

**Standard of Writing:** The trainee’s standard of writing is generally good; any errors of composition, spelling or grammar have only a very limited impact on readability.

**Criteria for Awarding a Pass:**

**Presentation**: The trainee describes the key texts, demonstrating a basic understanding of the material,

**Integration**: The trainee links key texts to underpinning theory and related evidence, demonstrating some understanding of the theoretical framework,

**Analysis:** The trainee shows some evidence of their capacity for critical thinking and there is some consideration of the strengths and weaknesses of the evidence base.

**Implications**: The trainee makes basic connections between the focus text and its practical implications for language and literacy development.

**Standard of Writing**: The trainee’s writing is understandable, with only few occasions where errors in composition, spelling or grammar require the reader to work hard to interpret the meaning.

**Criteria for Awarding a Fail:**

**Presentation**: The trainee presents key texts with significant issues in clarity, accuracy, or succinctness, demonstrating a possible lack of understanding or misinterpretation of the material.

**Integration**: The trainee fails to effectively link key texts to underpinning theory and related evidence, showing limited or incorrect understanding of the theoretical framework and its applications.

**Analysis**: The trainee presents evidence uncritically, with insufficient indication of its strengths and weaknesses.

**Implications**: The trainee makes little to no connection between the focus text and its practical implications for language and literacy development

**Standard of Writing**: The trainee’s standard of writing is consistently low, with many errors in composition, making it hard to follow and detracting from the coherence of the assignment.

The pass/fail criteria are:

**APA guidelines followed:**

*Pass:* There are only occasional slips in formatting and APA style; multiple slips are typically a single type of error made several times.

*Fail:* There are frequent errors slips in formatting and APA style; multiple slips are typically several different types of error.

**References – accuracy and completeness:**

*Pass:* Dip sampling of references showed fewer than four errors of citation, so that complete references were present for claims made, and where references led accurately to the source text.

*Fail:* Dip sampling of references showed four or more errors of citation, where claims were made without references, or where references were incomplete or led to the wrong source text.

**Suggested structure**

Note that there is no marking criterion for a particular structure for this assignment and that trainees are therefore at liberty to choose their own structure. However, bearing in mind the structure of the guidance information, a suggested 5-part structure is as follows:

Provide the reference to your focus text in full APA format. This will not count in the word count.

Summarise the texts and locate them within the psychological literature.

Consider the strengths and weaknesses of the arguments and methods used in these texts.

Bearing in mind the above critique, consider the implications of the focus text for practitioners providing advice and support in the area of language and literacy development.

References.

There is no need to provide linking sections from one section to another. That skill will be required in your EEL essay; this assignment assesses the component skills of handling source texts, rather than your ability to integrate these elements. Similarly, there is no need to provide a conclusion section.

**Word count**

Any tables or diagrams used should generally not contain large blocks of text, but should, instead be supplementary to the main content of the PBL critique. If core information is presented in tabular form, then it will be counted within the general word count. Similarly, if appendices are used, these must be supplementary, so that the PBL critique should be able to be read without constant reference to the appendices. A word count for each PBL critique must be included. The word count will be taken to start immediately after the last word in your APA reference. The word count will finish at the last word before the References title. If the stipulated length is exceeded the trainee will only be assessed on the portion of work that falls within the word limit, which may result in a lowered mark.

## 7.2 Assessment criteria for Essay

In Year 1 trainees write a 4,000-word essay linked to PSYC6071. The Essay represents an opportunity for trainees to demonstrate their knowledge about a specialised topic within educational psychology in relation to relevant theoretical frameworks, research, and application. Essays should also include an abstract of between 150 and 250 words; this is not included in the overall word count.

Essays will also be awarded a simple Pass/Fail grade for: fair and accurate presentation of evidence; adherence to APA writing and formatting guidelines; and accurate and complete presentation of references. The marking/feedback sheet for essays is shown in Appendix 4.01

The graduated criteria for essays are:

**Criteria for Awarding a Distinction:**

* **Rationale**: The trainee presents a persuasive rationale for discussing the topic, demonstrating a clear awareness of the current key ideas in the area under consideration through relevant literature. The trainee explains the value of its proposed synthesis of materials.
* **Terminology**: The trainee accurately and sufficiently defines relevant key terminology, including concepts, theories, methods, and methodological issues relevant to the topic.
* **Structure**: The trainee gives the essay a coherent structure, including an overview, a strong narrative, and a concluding section that addresses the title and issues raised in the introduction. Sections and paragraphs are easy to follow, communicate a key point clearly, and flow in a way that contributes to the overarching developing narrative.
* **Analysis**: The trainee presents and prioritises evidence in a way which highlights its strengths and weaknesses and the way in which they contribute to the key arguments of the essay. The trainee explains explicitly how these judgments are reached, giving greater weight to stronger evidence.
* **Evidence**: The trainee successfully integrates a wide range of evidence, both empirical and theoretical, citing it accurately and succinctly and therefore leading to a strongly supported conclusion
* **Application**: The trainee demonstrates insightful or innovative awareness of the wider application of the conclusions to applied settings, identifying gaps in research that future work could address.
* **Standard of writing**: The trainee’s standard of writing is excellent, consistent with publishable quality, with minimal to no errors of composition, spelling or grammar.

**Criteria for Awarding a Merit:**

* **Rationale**: The trainee presents a clear rationale for discussing the topic, demonstrating an awareness of the key ideas in the area under consideration through relevant literature. The trainee explains the value of their proposed synthesis of materials.
* **Terminology**: The trainee defines key terminology, including concepts, theories, methods, and methodological issues relevant to the topic.
* **Structure**: The trainee gives the essay a coherent structure, including an overview and a concluding section that addresses the title and issues raised in the introduction. Sections and paragraphs are usually easy to follow and contribute to the overarching developing narrative.
* **Analysis**: The trainee presents and prioritises evidence in a thoughtful way which includes highlighting its strengths and weaknesses and how these contribute to the arguments of the essay. The trainee explains the implications of these for the conclusions drawn.
* **Evidence**: The trainee draws on a wide range of relevant evidence in order to support their work, citing it accurately and supporting their conclusion
* **Application**: The trainee demonstrates clear and insightful awareness of the wider application of the conclusions to applied settings and future research.
* **Standard of writing**: The trainee’s standard of writing is generally good; any errors of composition, spelling or grammar have only a very limited impact on readability.

**Criteria for Awarding a Pass:**

* **Rationale**: The trainee presents a satisfactory rationale for discussing the topic, making reference to some related literature.
* **Terminology**: The majority of terminology, including concepts, theories, methods, and methodological issues, is defined.
* **Structure**: The trainee gives the essay a structure which has some defined sections or which follows some basic academic conventions. The reader can, with some work, identify the point that sections and paragraphs are aiming to communicate; those points are linked to the wider narrative.
* **Analysis**: The trainee shows some evidence of their capacity for critical thinking and there is some consideration of the strengths and weaknesses of evidence.
* **Range of evidence**: The trainee draws upon some relevant evidence to support their work. There may be occasional inaccuracies or partial reporting of the evidence base, in a way that leads to less strongly supported conclusions.
* **Application**: The trainee gives some basic consideration to the wider application of the conclusions.
* **Standard of writing**: The trainee’s writing is understandable, with only few occasions where errors in composition, spelling or grammar require the reader to work hard to interpret the meaning.

**Criteria for Awarding a Fail:**

* **Rationale**: The trainee provides no coherent rationale for the topic or demonstrates misunderstanding of fundamental ideas or key questions in the area.
* **Terminology**: Key terminology, including concepts, theories, methods, and methodological issues, remains undefined or poorly defined.
* **Structure**: The trainee gives the essay a structure that is difficult to follow or which lacks a clear overview and concluding section. While sections and paragraphs may communicate an argument, the argument is unclear or may not appear to contribute to the wider narrative.
* **Analysis**: The trainee presents evidence uncritically, with insufficient indication of the strengths and weaknesses of sources.
* **Range of evidence**: The trainee presents a very narrow range of evidence, often relying heavily on secondary sources; possible inaccuracies or partial reporting of the evidence base may also mean that the conclusion is very poorly supported.
* **Application**: The trainee gives no consideration to the application of their conclusions or makes suggestions lacking credibility.
* **Standard of writing**: The trainee’s writing is consistently low, with many errors in composition, making it hard to follow and detracting from the coherence of the assignment.

The Pass/Fail criteria for essays are:

**APA guidelines followed**

*Pass:* There are only occasional slips in formatting and APA style and expectations, which are typically a single type of error made several times

*Fail:* There are frequent errors slips in formatting and APA style, which are typically multiple different types of error.

**References – accuracy and completeness**

*Pass:* Dip sampling of references showed less than four errors of citation, so that complete references were present for claims made, and where references led accurately to the source text

*Fail:* Dip sampling of references showed four or more errors of citation, where claims were made without references, or where references were incomplete or led to the wrong source text.

## 7.3 Assessment criteria for Academic Critiques

Year 2 trainees complete two academic critiques linked to the two core academic modules PSYC8040 and PSYC8041. One of these is written (3,000 words), and one is presented in video format (15 minutes). The intended audience is educational psychologists, teachers, and other education professionals. The purpose of the critique is to critically evaluate an intervention aimed at children and young people (from a theory and research perspective) in a manner that will help professions within the target audience in their consideration of its impact.

The amount and the quality of research into specific interventions varies greatly; accordingly, the format and content of critiques also varies. As outlined in the chart below, all critiques should:

* Address relevant psychological theory/models/frameworks. In some cases, these links will be explicitly claimed by the intervention authors; in others, no such links will be made, and it will be the job of the trainee to identify relevant theory. In both cases, the trainee should outline this theory and then consider critically the extent to which it is actually present in the ‘mechanics’ of the intervention.
* Employ a replicable systematic search strategy to locate research on the effectiveness of the specific intervention. It is more often the case than not that such searches return quite a low number of studies (in some cases, no studies at all): for this reason, it is important that the grey literature (in particular, dissertations and theses) is included in this search. Where there is an existing body of research into the intervention, it is still important to include the grey literature, since this might also uncover unpublished research which helps to counter publication bias. The [ProQuest](https://www.proquest.com/) ‘Dissertations and Theses’ database (which the university subscribes to) is a good place to search the grey literature from. To reduce the number of studies to a manageable level, inclusion and exclusion criteria should be generated (and identified within the critique search strategy appendix, along with search terms used and databases searched in, and a PRISMA chart created to show the overall search strategy).
* Incorporate the results from the search into the body of the paper. For example: “a systematic search strategy was conducted. X articles were found; x removed, leaving x for inclusion”.

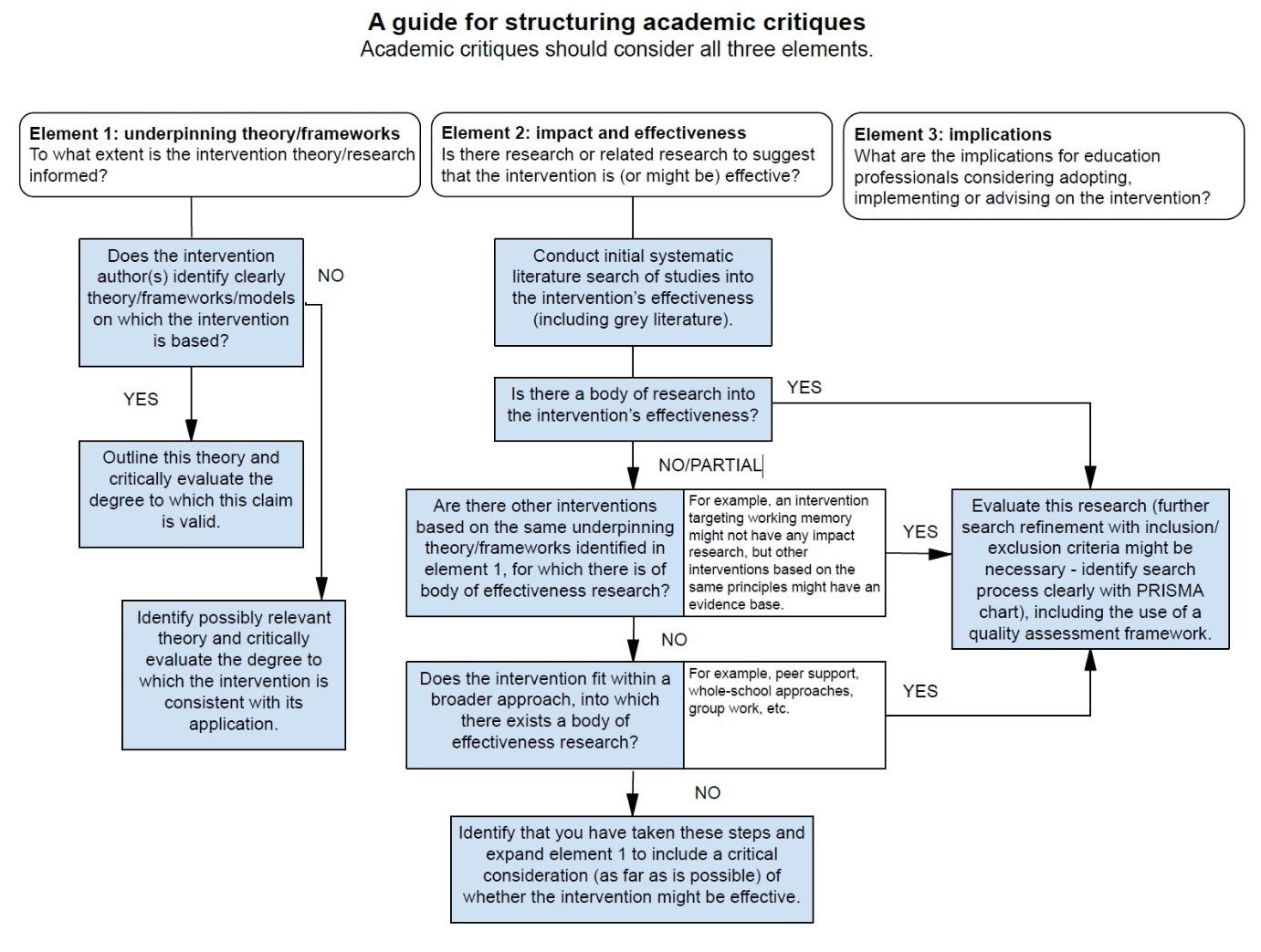
Please note that for the video presentation the search strategy and the full list of references will need to be uploaded to eAssignment as a separate document in addition to the MP4 format for the video itself.

Written critiques should also include an abstract and a quality assessment of any research studies selected. This is particularly important given that grey literature studies will lack peer review. Trainees are free to choose (and adapt, if felt necessary) the quality evaluation framework which best meets their requirements. Please note you do not have to include a data extraction table.

At the start of the critique, trainees should give an introduction to the intervention which includes a brief description of its core components and method of implementation. Trainees should also include at the end a professional implications section which draws upon information thus far presented. This section should go beyond just summarising points already made and take into consideration the requirements, restrictions and/or skill sets of the professionals identified. It is not necessary for trainees to reach a ‘definitive conclusion’ as to whether the intervention should or should not be used; rather, they should aim to identify important considerations to be taken into account if it is to be implemented.

In some cases, in the past, trainees have contacted the intervention author or publisher for information about the intervention. Any trainee who does this should make it clear in their communication that the purpose of their enquiry is to inform an academic critique and that this critique might be disseminated beyond university markers (for example, as a journal publication or on the course blog).

A guide for structuring academic critiques can be found below. The marking/feedback sheet for academic critique is shown in Appendix 4.04



The assessment criteria for academic critiques are:

**Distinction**

* The trainee has presented a clear, convincing, and contextually rich rationale for the intervention, effectively addressing wider contextual factors and demonstrating a deep understanding of its relevance.
* Search strategies are thoroughly documented and presented in a way that is detailed, transparent, and easily replicable, ensuring high standards of transparency and academic rigor.
* The structure is exceptionally well-organised, with content arranged in a logical flow that is easy to follow, demonstrating a seamless and coherent argument throughout.
* The trainee consistently shows exceptional critical thinking, identifying contrasting views, engaging with complex ideas, and balancing supported and rejected material with thoughtful analysis. There is evidence of original thinking and synthesis of diverse perspectives.
* The critique integrates a wide variety of high-quality sources in a systematic manner, demonstrating a sophisticated understanding of the relevance and limitations of the research and theory. Differing opinions in the literature are synthesized or critically explained.
* The trainee shows outstanding insight into the wider implications of the critique’s conclusions for professional practice, clearly discussing how these might influence advice in various educational settings.
* The standard of presentation is exceptional, with written content of a publishable quality: flawless grammar, punctuation, and adherence to APA style, and accurate referencing. For video critiques, visuals are consistently clear and add significant value. Verbal content is delivered with confidence and clarity.

**Merit**

* The trainee has presented a clear and well-reasoned rationale for the intervention, with some reference to wider contextual factors and demonstrating a solid understanding of its relevance.
* Search strategies are clearly documented with sufficient detail that replication would be possible, though they may not be as thoroughly transparent as in a Distinction.
* The structure is well-organised and effective, making the critique straightforward to follow and maintaining coherence throughout.
* The trainee demonstrates good critical thinking, engaging with multiple perspectives and showing clear analysis of supported and rejected material. While there is some original thinking, it may not reach the depth or sophistication of a Distinction.
* The critique integrates a good variety of sources, demonstrating a strong understanding of the relevance and limitations of the research and theory. Some attempt is made to address differing opinions or conflicting evidence, though this may not be as fully synthesized.
* The trainee provides strong insights into the implications of the critique’s conclusions for professional practice and discusses how these conclusions might inform advice in educational settings.
* The standard of presentation is very high, with few errors in grammar, punctuation, APA style, and referencing. For video critiques, visuals are clear and well-presented, and verbal content is clear, though perhaps not as polished as for a Distinction.

**Pass**

* The trainee has presented a reasonable rationale for the intervention, though it may lack depth or clarity regarding wider contextual factors.
* Search strategies are documented sufficiently to allow replication, though there may be some gaps or lack of detail.
* The structure is effective, though some minor issues with flow or organization may affect readability in parts.
* The trainee demonstrates some evidence of critical thinking, including some engagement with contrasting views, but there may be reliance on the conclusions of other authors without sufficient critique. The balance of supported and rejected material may be uneven.
* The critique integrates a range of sources, though there may be limited engagement with differing perspectives or less systematic integration of material. The depth of understanding of research and theory may be moderate.
* The trainee has demonstrated some awareness of the practical implications of the critique’s conclusions for professional practice, though these insights may be underdeveloped.
* The standard of presentation is generally good, with some errors in grammar, punctuation, APA style, or referencing that do not significantly detract from the overall clarity. For video critiques, visuals are helpful, though some may be less clear, and verbal content is mostly clear but may have occasional issues.

**Fail**

* The trainee has presented little or no rationale for the intervention, or the rationale is incoherent or inaccurate, with no reference to wider contextual factors.
* Search strategies are poorly documented or missing/incomplete, making replication impossible or highly challenging.
* The structure is weak or disorganised, making the critique difficult to follow and lacking coherence.
* There is insufficient evidence of critical thinking. The trainee may accept conclusions uncritically, show over-reliance on a single perspective, or make unsubstantiated claims. Independent thought is minimal.
* The critique integrates a limited or inappropriate range of sources, reflecting a superficial understanding of the intervention and relevant research. Differing perspectives are ignored or not addressed.
* The trainee has given little or no consideration to the practical implications of their conclusions, or their suggestions lack credibility or relevance to professional practice.
* The standard of presentation is consistently low, with numerous errors in grammar, punctuation, APA style, and referencing that obscure meaning. For video critiques, visuals are unclear or ineffective, and/or verbal content is unclear and difficult to follow throughout.

**Includes a completed checklist with rationale**.

You should include an Appendix that contains your completed checklist/evaluation framework along with a brief (no more than 200 words, whose word count is not included in the total submission limit of 2000 words) explanation of why this framework was chosen.

**Standard of writing and presentation**

To pass this criterion, your work should be presented in a manner consistent with professional practice, demonstrating effective use of language & grammar and avoiding inaccuracies of spelling or punctuation. You should ensure that your work makes connections within and between sentences, paragraphs and sections in order to ensure ideas flow together smoothly and logically.

**APA guidelines**

To pass this criterion, your work should be formatted and written in a manner that is consistent with APA guidelines.

**References**

To pass this criterion, your work should include a full set of references in a separate section, appropriately formatted in a style consistent with APA guidelines.

## 7.4 Assessment criteria for Review for Evidence Based Practice

In Year 1 you will be required to critically evaluate a published article. The aim of this assignment is for you to demonstrate your ability to systematically assess the quality (ie. strengths and weaknesses) of a piece of published research, and to gain experience of using a structured framework. Structured frameworks are routinely used for evaluating the quality of research papers and you will use this in your systematic review for your thesis. You will be provided with a journal article paper to review. You should first read the paper and then select a structured evaluation framework by which to consider different elements of the paper. You are free to select from the list below, or to source your own evaluation framework.

Quantitative controlled studies [Downs and Black](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1756728/pdf/v052p00377.pdf) ; Qualitative studies [RATS](http://bmjopen.bmj.com/content/suppl/2012/01/12/bmjopen-2011-000138.DC1/BMJ_Open_IMG_Physician_Migration_RATS_Checklist.pdf)

Quantitative and qualitative CASP tools <http://www.casp-uk.net/casp-tools-checklists>

You should then produce a critical review of the paper, keeping to a word limit of 2000 words (not including the Appendix or References). Your work will be marked against the following criteria:

**Discussion of theoretical base and background literature, including explanation of what the contribution of the paper will be. Where the authors fail to provide explanation of this the trainee is expected to comment on this)**

* Fail – Does not acknowledge the rationale or the journal article’s place in the literature.
* Pass – Acknowledges rationale and the journal article’s place in the literature and theoretical context.
* Merit – Shows how the article’s method and hypotheses are derived from the literature and theoretical context.
* Distinction – provides evidenced evaluative comment on the application of literature and theoretical standpoint.

**Discussion of the strengths and weaknesses of the applied methodology**

* Fail – Does not describe the applied methodology accurately.
* Pass – Describes methodology accurately: provides some limited critique (such as sample size).
* Merit – Identifies strengths and weaknesses of the research design and its ability to answer the research questions (or test the stated hypotheses).
* Distinction – Passes comment on the appropriateness of the selected methodology to answer the research questions (or test the stated hypotheses) and considers any appropriate alternatives.

**Discussion of the strengths and weaknesses of the applied analytical techniques**

* Fail – Does not accurately describe the applied analytical techniques.
* Pass – Describes the applied analytical techniques accurately, provides some limited critique (such as the limits of correlational analysis or the lack of generalisability of qualitative studies).
* Merit – Identifies strengths and weaknesses of the statistical analysis and/or analytical framework as applied to the collected data. Comments on the degree to which the results are supported by the applied analysis and the presented data. Considers the author’s rigour in the application of their chosen analytic technique (e.g., does the data conform to necessary assumptions for the applied statistical test; has there been appropriate consideration to issues of reliability, credibility, and bias).
* Distinction – Passes insightful comment, perhaps drawn from a wider base of literature, to support conclusions drawn about the strengths and weaknesses of the analysis.

**Discussion of the overall quality, conclusion and its implications**

* Fail – Does not accurately describe the authors’ stated conclusions.
* Pass – Accurately describes the authors’ stated conclusions but doesn’t consider the extent to which these conclusions are supported by the supplied evidence. Makes some comment about the overall quality of the piece but the comment is disconnected from the prior discussion.
* Merit – Considers the ability of the results to support the authors’ stated conclusions. Passes comment on the appropriateness of the contribution of the conclusions to the academic literature. Passes comment on the overall quality of the work in a way that is informed by the prior discussion.
* Distinction – Passes well-evidenced and insightful comment on the overall quality of the work that is then used to identify well-reasoned future directions for research or ways in which the conclusions can be applied.

**Considers issues related to inclusion, equity, and representation in research**

* Fail – Makes little mention of equity and representation in the target research.
* Pass – Makes some mention of the strengths and weaknesses of equity and representation of the target research but does not consider the ability of the target research to fully represent the marginalised communities to whom it might be applicable and does not consider the implications.
* Merit – Offers comment on the target work’s ability to represent marginalised groups in the research. Strengths and weaknesses of equity and representation of marginalised groups are discussed.
* Distinction - Offers considered and critical comment on the target work’s ability to represent marginalised groups to which the study is relevant and to whom the results might be generalised. Strengths and weaknesses of equity and representation of marginalised groups (e.g., socioeconomic status, ethnicity, gender, sexual orientation, family background, disability, and religious beliefs) are considered and the implications of these issues discussed.

**Evidence is presented fairly**

* Pass – Evidence is presented fairly and impartially in a way that represents the available literature.
* Fail – Evidence is presented partially or misleadingly, for example by not considering (and not explaining this lack of consideration) a significant part of the evidence base, or by misinterpreting or misreporting some key elements of the source texts.

**Includes a completed checklist with rationale**.

You should include an Appendix that contains your completed checklist/evaluation framework along with a brief (no more than 200 words, whose word count is not included in the total submission limit of 2000 words) explanation of why this framework was chosen.

**Standard of writing and presentation**

To pass this criterion, your work should be presented in a manner consistent with professional practice, demonstrating effective use of language & grammar and avoiding inaccuracies of spelling or punctuation. You should ensure that your work makes connections within and between sentences, paragraphs and sections in order to ensure ideas flow together smoothly and logically.

**APA guidelines**

To pass this criterion, your work should be formatted and written in a manner that is consistent with APA guidelines.

**References**

To pass this criterion, your work should include a full set of references in a separate section, appropriately formatted in a style consistent with APA guidelines.

## 7.5 Assessment criteria for SSRP

In addition to the assessed pieces of work linked to the Research Methods courses (PSYC6174, PSYC6176, PSYC6177), trainees in Year 1 complete an SSRP (PSYC8042).

The assessment criteria for the SSRP are:

**Abstract**

A concise and clear abstract that effectively summarizes the study's purpose, methods, results, and implications. The abstract features a clear structure that logically presents the essential components of the study; the significance of the research is very clear.

**Introduction**

An introduction that establishes a context for the research and provides highly relevant background information to a publishable standard. The introduction is comprehensive, discusses key studies, theories, and/or gaps in the literature. The rationale or research problem is clearly defined and the significance of the research is compelling.

**Methods**

A method section describing a clear and well-justified research design that aligns with the research question, featuring a clear and well-justified sampling method, and data collection procedures, including a thorough discussion of ethical considerations.

**Results**

A clear and concise presentation of a rigorous and well-executed analysis, with a deep understanding of the analytical approach and its application. The results are both clear and replicable.

**Discussion**

An exceptionally clear and concise summary of findings that thoroughly discusses how findings align with research hypotheses or questions. The discussion features an insightful interpretation of results, demonstrates a deep understanding of their significance, and integrates the findings with existing literature and theories. The discussion thoroughly and transparently discusses limitations, demonstrating a clear understanding of their impact and implications for practice.

**Distinction -** the report is of a sufficient standard in the given criteria to potentially merit publication. A supervisor might recommend some small amendments but would not need to see this piece again prior to submission to a journal editor.

**Merit -** the report requires some amendments in the given criteria to reach the standard for publication. A supervisor would recommend some changes, though these are not substantive, but would nonetheless need to see the work again prior to submission to a journal editor.

**Pass -** the report requires considerable amendments in the given criteria to reach the standard for publication. A supervisor would recommend substantive changes and would want to see the work again prior to submission to a journal editor, but nonetheless can see a path to publication with some considerable work.

**Fail -** the report in the given criteria is not suitable for publication in its current form.

In the marking the Introduction, Methods, Results, and Discussion carry the highest weighting when calculating the overall mark.

# Section 8 Placement Assessment

## 8.1 Placement criteria learning and the Practical Work files

The practical work file is a product of the trainees’ placement learning. It aims to assess the BPS Competencies (in Year 3 this will include direct reference to appropriate HCPC SOPS that guide trainee learning and professional development. The work files form a report of activity relevant to the acquisition of practitioner competencies. Across each year, trainees may use examples from placement and their academic work to provide evidence of competency attainment (e.g., peer feedback, tutor feedback, reports of casework, project work etc.). Trainees should identify and reference sources of evidence and provide an overall reflective comment for each section.

## 8.2 Assessment criteria for Practical Work Files

1. A Table of Contents
2. Casework Table
3. Statements that confirm that:
   1. All the relevant consent for any work with children and young people has been obtained in line with university expectations (in section 1.6.2 of the placement handbook) and the procedures of the placement authority.
   2. Names of children, young people and schools and any other information that could identify a particular child or young person have been changed throughout this document.
4. An account of the placement with all the required elements. A clear rationale for each piece of evidence and a link to the competencies being addressed (in Year 3 this should include reference to specific SOPs as appropriate; this might be as track changed in highlighted evidence e.g., weekly log, or in the overall reflection).
5. Anonymised. All information in the work file must be written in a manner that does not compromise data protection and confidentiality. Advice about confidentiality is given elsewhere in this handbook and the placement handbook but in essence:
   1. You must not use names of individuals or organisations EXCEPT where people have signed their name against ERS forms, or appraisals as part of accountability measures.
   2. You must make clear that any names used are pseudonyms.
   3. You must not present information in a way that allows identification of individuals through triangulating separate pieces of information.
6. All accountability records: e.g., supervision records, evidence of supervisor observation, weekly/daily log of evidence, interim reviews, any absence data and summative reports as appropriate.
7. Feedback from service users: To promote your skills in gaining and honouring the voices of those you work with, we ask you to evidence feedback from a range of service users, including, at a minimum, parents/ carers, school staff and CYP.
8. Evidence of consistency between the account of the placement; reflections and the other presented evidence.
9. Clear presentation and indexing of all documentation. Please see below for more detail re electronic submission.

Below are further details about specific work file requirements. Please note some relate to specific years, where this is the case, it is clearly stated. Please also check any outstanding requirements you may have had from your previous year’s work file. This is particularly important for Year 3.

### 8.2.1 Organisational context for practice

One of the HCPC SOPs (2.1) is about evidencing an understanding of the organisational context for your practice as a practitioner psychologist. There is also a related BPS competency about the need to demonstrate knowledge of the legislative context for service delivery. For Year 1 the organisational context is your primary school, and we are asking you to provide a brief overview of the context of the school in which you were placed:

1. Demographic information about the school catchment area, and how it relates to regional and national demographics, including any trends over time if known.
2. Number on roll at the school, and staffing structure (for both teaching and support staff), including any trends over time if known.
3. SEN and attainment data for the school, and how these relate to regional and national data, including any trends over time if known.
4. Inspection outcomes, current initiatives, and key priorities for the school (linked to the school development plan)
5. And finally, and very importantly, how the above influence the nature of the support that the school requests from an educational psychology service.

If you choose, this activity can be completed as a joint activity with your placement partner (so that the relevant section in your work file is identical to that in your placement partner’s work file). Please provide a paragraph or two about each are above, so that your account of placement is no longer than 750 words (roughly two sides of A4).

For year 2 and 3, the organisational context is wider, and we are asking you to think about the legislative context as well. This is likely to include details on the size of the service, its priorities, a comment on the leadership and ethos, data about the community, such as levels of achievement on leaving school, ethnic diversity, amount and type of special provision, SEN data such as number of EHCPs, what proportion are in special schools and how this compares nationally and the competing legislative demands. We would expect this to also be about 750 words, and as above, very importantly, the account should make it clear how what you are reporting impacts the nature of the support that the school requests from an educational psychology service.

For Year 3 only – in addition, please include a short critical appraisal of your year 2 and 3 placements including the similarities/differences in working model adopted by the placement authority. Should you not have changed placements you can still reflect on the experiences in the different years.

### 8.2.2 Casework Table

Casework overview: a brief anonymised summary of casework with which there has been involvement. A template can be found in the Placement Handbook Appendix 11. Details should include gender, ethnicity, focus area, details about your involvement and outcome and whether a review took place or not.

**Year 3** will need to include the three reports on which the casework viva was based.

**Year 2 only** – low incidence and experience record with reflective commentary. Please provide an overview of your experience of low incidence casework and provisions. Examples of this can be found in the Placement Handbook Appendix 10.

### 8.2.3 Log of BPS Competencies

This should include evidence for each competency, and a reflective comment for the section. **This should include evidence for each competency and an overall section reflective comment. We expect to see feedback from a wide range of service users e.g., young people, parents and teachers.** The Field Tutor Report (Year 1) and the Summative Report (Years 2 and 3) will be a rich source of evidence of your competency development. **Please include any additional material related to placement activity or university input which provides evidence of your developing competencies e.g., using ERS (Evidence Recording Sheets) or Individual Evaluation Forms see Placement Handbook appendices).**

**Year 3 only**

Include your Year 1, Year 2 and Year 3 logs in order for your acquisition of competencies across the three years to be evidenced. Please could you add the following signed and dated statement to the front page of your BPS Log of Competencies: I confirm that I have met all the HCPC SOPS during my three-year training and that I have provided evidence of this***.***

### 8.2.4 Accountability

We ask you to provide evidence of the required number of days on placement in the form of an overview. The Placement Calendar can be found in the Placement Handbook (Year 2 and 3) and Appendix 16 (Year 1) as well as placement logs (Daily and Weekly Appendix 4 & 5). There are also some specific Year group requirements.

**Quality Assurance Year 2 and 3** as part of the SEEL placement quality assurance, Year 2 and 3 trainees are asked to complete two online questionnaires and evidence completion of this in their work files; one is a workload survey, and one is a placement quality assurance one.

### 8.2.5 Intervention monitoring – Year 1

Year 1 are required to provide an “Intervention monitoring” report in line with one of the learning outcomes of PSYC6131 to “support and monitor a targeted teaching intervention”, e.g., precision teaching. The trainee should not deliver the programme directly as the intention is for them to have experience of issues of intervention fidelity, resource provision, record keeping etc. in schools. Instead, the trainee should be involved in supporting the implementation of the intervention, perhaps by helping train those that deliver it, or by helping design the objectives, and how they will be taught. Note that it is not acceptable for this simply to be an account of training delivery. Instead, it should be an account of monitoring the implementation, fidelity and efficacy of an intervention. Trainees can work together on supporting the intervention, but reports should be written individually. Trainees should include their report in their practical work file; it need not be extensive (approximately 500 words) but should cover:

* A brief summary of the design of the intervention programme to be monitored (what it is, and why the pupil(s) were identified as likely to benefit from this particular programme).
* The teaching objectives of the programme (i.e., the objectives on which each pupil was working).
* Information on how the objectives were:
  + Identified
  + Taught
  + Monitored.
* Timetable and summary of the nature of TEP involvement.
* Any issues regarding intervention fidelity, frequency, record keeping etc. and how these were resolved.
* Summary of lessons learned as a result of this intervention.

### 8.2.6 Diversity Placement Year 2

During the diversity placement, trainees should also aim to become involved in a small project which is useful to the placement organisation and facilitates immersion within the service. Year 2 need to include a write-up of the ‘diversity placement’ in their work files. Copies of the Diversity Placement Report should also be sent to the service with which the trainee was placed and the host educational psychology service. Through this write-up trainees will need to:

* demonstrate knowledge and understanding of their selected area.
* show an awareness and understanding of the demographic characteristics of this particular group.
* demonstrate an understanding of the impact of difference, diversity and disability on life opportunities, and the implications for promoting equal opportunities and ethical applied educational psychology practice.

It is against these criteria that the write-up will be assessed. It is likely that the write-up will follow the following general format:

* A general introduction with details of the placement and rationale for work in this
* Discussion of the impact of difference, diversity and disability on life opportunities, and the implications for promoting equal opportunities and ethical applied educational psychology practice
* Reflection on what has been learnt, a conclusion, and any necessary appendices.

### 8.2.7 Electronic submissions of work files

Electronic submissions should be made via SharePoint. Hyperlinks are not required if the contents are clearly organised into the relevant folders and a clear Table of Contents is provided.

### 8.2.8 Work File FAQs

**Q1: Do I need to include page numbers in my work file? How should it be organised?**

A1: The marking criterion requires clear presentation and indexing and there is no requirement that each page should have its own number. You have freedom of choice to help you find a structure that will help you meet the marking criterion, but one way to do this would be as follows:

The work file could start with a contents page and an acknowledgement that names have been changed to protect anonymity. Sections could be arranged as follows:

1. Competencies log

2. Account of placement

3. Casework table

4. Placement days calendar

5. Weekly logs, supervision logs

6. Evidence performance review

7. Evidence recording sheets

8. Other types of feedback (e.g., from service users)

9. Academic and research feedback sheets

10. ROCs if used as supporting evidence

11. Essay or PBL critique if used as supporting evidence

12. Research submissions if used as supporting evidence

13. Service reports if used as supporting evidence

14. Other supporting evidence (possibly presented as separate sections according to the range and nature of the evidence used)

The “Evidence” column of the competencies log should show the section in which the supporting evidence for a particular competency will be found. Given that a section may contain more than one piece of evidence, using track change comments can add markers in quickly finding the relevant section.

**Q2: How much evidence do I need?**

A2: The simple answer is that the key is quality of evidence, not quantity, so for all years one piece of evidence for each competency may be sufficient. However, it may be the case that the quality of a single evidence may not be so good, so you wish to use several pieces which together provide stronger evidence. Whatever you decide, the key is the reflection you make at the end of the set of competencies regarding the extent to which you feel a competency is one that is achieved, needs developing, or is one that you are at the very early stages of acquiring (Haring’s Learning Hierarchy can help here). By the time you reach Year 3, the three work files should be testimony to proving evidence of, and reflecting on, all the competencies as listed with at least three pieces of evidence (a different example and reflection each year).

There will be some competencies (according to your individual experiences: these might include 7f, 7h, 8a, 9h, 9i that you cannot reasonably be expected to achieve in year 1. For these, simply record this in your reflection column and make a note to look out for this in future years.

**Q3: What should my evidence of service user feedback look like?**

A3: Gaining service user feedback enables you to learn from, adapt and build upon your practice. Sometimes feedback will lead to you doing something differently in practice when you encounter a similar situation later on, such as adapting your approach in training or using an assessment tool in a different way. Sometimes the influence of feedback is much more immediate, such as feedback gained in consultation with service users, which shapes your subsequent actions for that specific piece of work. The feedback gained and method by which you gain it will be shaped by the work you are involved in, considering what is purposeful. As such, what evidence of service user feedback will ‘look’ like will vary. Options might include:

* Feedback forms completed by service users commenting on your practice.
* Reflections in weekly logs in which you detail feedback you sought and gained during your involvement and how you responded.
* Observed practice as evidenced in ERS forms of you seeking and responding to service user feedback.

To promote your skills in gaining and honouring the voices of those you work with, we ask you to evidence feedback from a range of service users, including, at a minimum, parents/ carers, school staff and CYP across a range of different types of feedback, as suggested above. **Within the service user folder, if you have examples of reflections or observations as above, please can you make sure you direct the marker to the relevant section(s) in your work file.**

**Q4: I am not required to include my appraisal document, but can I still include if I want to refer to it as supporting evidence.**

A4: Yes, it is your decision, and you may include a relevant section as appropriate.

**Q5: Do I need to include the whole document if I am using it as supporting evidence? For example, if I am referring just to one part of an essay, do I include it all?**

A5: No, an extract is fine but ensure that the part of the essay/ROC/SSRP etc. you are including is highlighted to show which competency it illustrates and that it is clear from where the extract comes.

**Q6: If I have been asked to make amendments to a document, should I include the original document or an amended one?**

A6: This depends on what you are trying to illustrate. If it is your response to feedback, clearly the amended one. If it is your demonstration of a particular competency that you were able to show in your amended document, but not in the original document, then again, the amended one. But if you are simply now aware of some grammatical infelicity or punctuation error, then don’t worry about correcting it – you are not being marked on the content of previously submitted work.

**Q7: How should I refer to attendance at timetabled sessions, e.g., re ethics, or diversity?**

A7: Simple attendance at a taught session is a weak way to evidence a competency. Instead, you should focus on how you can demonstrate having put the content covered in that session into practice, e.g., through reference in your ROC, through field tutor/placement supervisor feedback, or through planning/record sheets from your casework.

**Q8: If I want to use assignment feedback as evidence of a competency (e.g., if the marker has commented on my ability to think critically and evaluatively, then do I need to include the assignment, or is the feedback enough?**

A8: If it is as specific as using that feedback to evidence a particular competency, then just the feedback sheet will do. However, in practice, you may often need to include the original assignment, as you may be using that to provide evidence about other competencies as well.

**Q9: What counts as involvement for the casework table?**

A9: The casework table exists to help you and us reflect on the range of work that you’ve been involved with, and therefore to identify areas of need that you may want to look out for specifically in the following year. One off observations are highly unlikely to count as involvement from the casework table point of view, but if you have been involved with a child in your own work, with a casework partner or in supporting /observing the field tutor/placement supervisor on a number of occasions it would.

**Q10: How do I maintain my own privacy and ensure confidentiality for others in my work file?**

A10: Your work file cannot be an entirely confidential document: it will be marked (and potentially moderated) by a member of course staff; it will also be available for scrutiny by the external examiner.

What you include in your work file is (broadly) up to you, as long as it enables you to meet the competencies required, and as long as it matches the assessment criteria. For example, you are not required to include your appraisal documents, nor any specific feedback from assessed work. (While you will note from the answer to Q1 above that we have recommended a structure, and that one “section” is titled “Academic and research feedback sheets”, you are not obliged to include anything in this section if you can demonstrate competencies without including these documents). If you choose to include this sort of document as evidence of meeting a particular competency, you are at liberty to “redact” the rest of the document, or to cut and paste only the relevant parts, since course staff have access to the originals.

You should note that one of the requirements for the work file is that it should be “fully anonymised” (see assessment criteria above). However, you can include your own and your field tutor’s name (these are likely to appear as signature on several documents). You may also refer to a taught session from a specific person (e.g., naming a specific outside speaker, since their input and materials will be a matter of public record).

**Q11: What should I do if I get to the end of the year and find I have very little service user feedback?**

A11: We believe that the options outlined in A3 should enable you to meet this requirement fully. If you find yourself without any of these being satisfactorily covered, you would need to reflect on the challenges of gaining and responding to feedback this year and your plans on managing this next year.

* Feedback forms completed by service users commenting on your practice.
* Reflections in weekly logs in which you detail feedback you sought and gained during your involvement and how you responded.
* Observed practice as evidenced in ERS forms of you seeking and responding to service user feedback.

## 8.3 Reports of Casework (ROCs)

Reports of Casework (ROCs) provide Year 1 trainees with the opportunity to demonstrate their understanding of a systematic psychological problem-solving model (i.e., problem analysis, Monsen & Frederickson, 2008; Monsen, Graham, Frederickson, & Cameron, 1998). Two ROCs are written in Year 1; each ROC is a 3,000-word report linked to casework; one is based on the trainee’s primary school monitored casework, the other on their secondary school monitored casework.

Trainees are required to embed their ROCs in psychological literature to support any recommendations related to individual cases (e.g., assessment or intervention). Casework should reflect that ethical, non-discriminatory and non-oppressive considerations have been addressed in decisions around assessment and communication with key stake holders.

**Structure of ROCs**

ROCs should be written to allow the marker to see the way that the trainee has used the problem-solving model in their casework.

A suggested structure for the commentary is as follows:

1. Summary of involvement\*
2. Problem focus and problem holder
3. IFF 1\*
4. Initial hypotheses and methods used to explore them (presented in table)\*
5. Exploration of at least one hypothesis
6. IFF 2\*, problem dimension & integrated conceptualisation
7. Targets agreed and provision *note that this should be a short table*\*
8. Review
9. Reflection. If the trainee has not provided information about the following areas in the sections above[[9]](#footnote-10), then they should use this section to provide evidence against the following criteria:
10. Person-centred approach
11. Interactionist factors identified
12. Ethical issues arising
13. Relevant research literature and psychological theory
14. Reflections and implications for future practice

\* Items above that are marked with a \* should be presented in a brief table or in an image and will not count towards word count.

**Anonymity** 

ROCs must be written in a manner that does not compromise data protection and confidentiality. All references to people or organisations must be anonymised (either to refer to “Pupil X”, or to be a replaced name; the ROC should make clear that names have been replaced). The best way to do this is at the first mention of the young person’s name, with a footnote or similar statement along the lines of “Names of children and schools and any other information that could identify the child have been changed throughout this document.” It is not acceptable to just use initials. Please note any failure of anonymity at point of submission needs to be corrected prior to any marking and the TEP will bear the consequence of potential late feedback. Please also note that breaches of confidentiality (e.g. presenting service users’ names or other identifying information) will be treated as potential breaches of academic integrity.

**Word Count for ROCs**

ROCs should not exceed 3,000 words (excluding the contents page, figures, references section and appendices). Some tables are also excluded from the word count; the section above makes clear which information can be presented in table form and will not count against word count. Such tables should be written succinctly; bullet points are recommended. However, trainees should not present any other core content in the form of a table in the hope that it will be discounted against word count.

Two general rules apply:

* If it is specifically asterisked in the section above, then tables do not count against word count.
* Any other information that is intended to demonstrate particular marking criteria will be counted in the word count, whether or not it is presented in a table.

It should not be necessary to include any further information in the form of an Appendix. Trainees should not expect any information included in an appendix to count against the marking criteria. A word count for each ROC must be included on the front page. The word count will be taken to start immediately after the front/title page, and to finish at the last word before the References title, bearing in mind the guidance above. If the stipulated length is exceeded the trainee will only be assessed on the portion of work that falls within the word limit, which may result in a lowered mark.

**Marking of ROCs**

Feedback on ROCs is provided in two ways:

* Judgements against specific criteria and
* Formative feedback related to key areas of the ROC

Assessment criteria for the ROC

Each ROC is assigned a “met/not met” judgement against each of the criteria below. In order for the ROC to pass, all criteria must be met.

The ROC:

* Includes a summary of involvement \*
* Clearly sets out the problem focus and problem holder \*
* Includes an initial IFF to support the development of the initial hypotheses \*
* Presents initial hypotheses and the methods used to explore them.
* Illustrates the exploration process of at least one hypothesis.
* Includes a revised IFF, problem dimensions and integrated conceptualization \*
* Shows the agreed targets and provision to achieve those targets \*
* Adopts a person-centred approach.
* Demonstrates an awareness of interactionist issues related to the casework.
* Considers ethical issues related to the casework.
* Demonstrates how thinking has been informed by relevant research literature and psychological theory.
* Includes a reflection on the casework which includes implications for the TEP’s future practice.
* Is presented in a professional manner \*

Formative feedback will only be offered against the criteria marked with \* if the criteria have not been met.

Trainees should note that the skills assessed in the criteria should be considered and described explicitly. For example, it is not sufficient for the trainee to simply write that they behaved in an ethical way. Instead, there should be a specific example of an action that demonstrates this; this could be signalled by linking it to, for example, one of the BPS four ethical principles or by specifically describing a particular ethical dilemma that arose in the casework.

When reporting their casework, trainees may judge that it did not fully demonstrate a key element. For example, they may reflect that it was not sufficiently person-centred, or that it did not fully demonstrate interactionist thinking. This will not necessarily lead to the relevant criterion being marked as “not met”. It is acceptable and indeed desirable for the trainee to reflect on any weaknesses and then to comment on what they have learned from this, and how they might improve future practice. This could enable the criterion to be marked as “met”.

**Formative feedback**

Markers will use the list of questions below each criterion to assist them in deciding whether to mark a criterion as “met” or “not met”. Markers make a “best fit” judgement to determine this; therefore it is not necessary that every question should be answered as “Yes”. With the exception of the criteria marked with \*, formative feedback is provided to the trainee against each criterion to explain the decision to mark the criterion as met or not met. However, if any criterion is marked as “not met”, formative feedback will be provided, along with a clear description of the action that is necessary for resubmission.

**Summary of involvement**

Does this show the dates of the trainee’s involvement and main actions taking place on each date (e.g., “Initial information meeting with parents and SENCO”; “PCP work with young person”; “Observation in Maths lesson”)?

**Clearly sets out the problem focus and problem holder**

Does the trainee define the area that was agreed as the focus for their involvement? Is it clear how this was negotiated amongst all parties? Is there a clear statement that shows who the “problem holder” was in the school/family and why this person was considered the most appropriate? If not, is there further consideration of this in the reflection section?

**Includes an initial IFF**

Is there an initial IFF that shows the information from the information gathering meetings? Is this displayed in a way that enables the reader to see the links between various pieces of information? Do these links show the reasoning behind the formation of the initial hypotheses? Do these links demonstrate an understanding of the interaction between the various factors, and show how the CYP’s situation is understood in context?

**Presents initial hypotheses and the methods used to explore them**

Is there a table that presents the hypotheses and the tools/approaches/assessments used to test those hypotheses? Are there multiple sources of evidence/approach used to test the hypotheses? If not, is there a commentary on this in the reflection?

**Illustrates the exploration process of at least one hypothesis**

Is there a detailed explanation of the exploration process of at least one hypothesis? Is there an explanation for why this hypothesis was chosen as the focus of the ROC?

Is it clear, for example, why a particular assessment tool was selected (rather than any possible alternatives), why any observation took place within a particular context (i.e., why observe during a maths lesson rather than an unstructured session etc.), and why further information was gathered from any particular source? Does the explanation show how the trainee revised or confirmed their understanding of the CYP in context as a result of their exploration?

**Includes a revised IFF, problem dimensions and integrated conceptualization**

Is there a revised IFF, showing both new information generated during the exploration process and identifying key information from the initial information gathering stage? Does this revised IFF support the problem dimensions that have been identified? Are the problem dimensions clearly identifiable (perhaps in the IFF, perhaps in a separate table, perhaps by underlining them in an integrated conceptualization)? Is there an integrated conceptualization that shows the interaction between the problem dimensions? Does this integrated conceptualization acknowledge the context in which the CYP is living and learning? If not, is there further consideration of this in the reflection section?

**Shows the agreed targets and provision to meet those targets**

Is there a table that shows the targets agreed? Is it clear about the details of the targets? A suggested structure for the table is shown below:

* Target
* Current situation
* Success criterion
* Provision (who supports the achievement of the target, with what resources and when)
* Review of progress

If it has not been possible to review progress, or if there has only been minimal progress, is there a commentary on this in the reflection section? Does this commentary make clear what steps the trainee has taken to ensure that there is adequate information gathered to enable an effective review?

**Displays a person-centred approach**

How does the TEP describe the process of involving the child or young person (CYP)? How does the TEP take steps to represent the CYP’s views and opinions to others? Do the actions described in the ROC reflect the priorities and viewpoint of the young person? If not, is there a commentary explaining this?

**Demonstrates an awareness of interactionist issues related to the casework**

Does the TEP demonstrate an interactionist and whole child perspective, for example by considering:

* the strengths and challenges experienced by the young person in the context in which they are living?
* the way in which previous support has been provided (for example, intervention fidelity)

If not, is there further consideration of this in the reflection section?

**Explicitly considers ethical issues related to the casework**

Does the TEP demonstrate due regard to ethical issues? For example, is the casework described carried out with the BPS principles of respect, competence, responsibility and integrity in mind? Does the ROC demonstrate the TEP’s ability to work in a manner that is consistent with the HCPC Standard of Proficiency 2: “be able to practice within the legal and ethical boundaries of their profession?” Does the self-reflection and critical evaluation section include a discussion of how the trainee’s casework was directly influenced by these principles and any specific dilemmas arising? Does the trainee articulate the process of considering whether this was an appropriate piece of work?

Does the TEP explicitly acknowledge that the ROC is written in an anonymous manner to protect the identity of the young person? Is anonymity maintained throughout the document?

If there are any doubts about anonymity, for example if the ROC contains more than one name for the child, then the marker will stop marking and, through university staff will require the trainee to submit a fully anonymised version. This may delay marks release and may lead to failure on this criterion

**Demonstrates how thinking has been informed by relevant research literature and psychological theory**

Does the TEP reference and describe appropriately at least one psychological model or theory and make a clear connection between this and the piece of casework presented? Are these sources of evidence appropriately referenced in a full References section?

**Includes a reflection on the casework and identifies implications for the TEP’s future practice**

Is there a critical review and evaluation of the casework? Is there a personal evaluation and reflection on the process? Does this evaluation consider, for example, how the TEP felt and thought about this piece of work, any issues that the casework raised (personal, ethical etc.), how this piece of work relates to other work undertaken etc.? Does the TEP identify what they would do differently were they to repeat this piece of casework and what learning they have taken from it? Does the TEP refer to, and reflect on, any feedback received about their role in this piece of casework (e.g., feedback from the school, parent etc.)? Does the TEP identify what, in their opinion, was the added value of their involvement in the casework as opposed to that of a different professional?

**Is presented in a professional manner**

Is the ROC structured in a manner that makes the process of hypothesis investigation clear? Is the ROC presented in a manner consistent with professional practice, demonstrating effective use of language & grammar and avoiding inaccuracies of spelling or punctuation?  Does the author should make connections within and between sentences, paragraphs and sections in order to ensure ideas flow together smoothly and logically?

We are looking for a level of writing where it is easily possible to discern the meaning. A small number of proofreading or grammatical errors are acceptable, but where they become so frequent that they distract from the meaning, then a Fail would be awarded.

**Failure**

All criteria must be marked as “met” in order for the ROC to pass. In the event of a ROC failing to meet the required standard, the trainee will be required to re-write the ROC, or submit a new ROC within a specified time frame. Rewritten ROCs should show clearly where alterations have been made according to feedback received. Trainees should assume that the word limit does not apply for any resubmissions (see section 6.3). However, if a ROC has failed for exceeding the word count, then the resubmission will need to be made within the word limit, so that the trainee can demonstrate the appropriate skill of working within the required constraint.

## 8.4 Service Report and Commentary (RAC)

The Year 2 service Report and Commentary (RAC) replaces the Report of Casework (ROC) undertaken in Year 1. This assignment consists of a report written in the style of the trainee’s host authority accompanied by a reflective commentary of 2,500 words, identifying work undertaken and the thinking behind a piece of case work conducted over time. Two RACs are submitted during Year 2: one at Easter and one in the summer.

Of the two pieces of work, only the reflective commentary is marked: the format for service reports varies widely from local authority to local authority and trainee service reports should already have been overseen by placement supervisors. The commentary is expected to identify aspects of the casework which would not ordinarily be written into a service report, in particular the thinking and research which informed decisions made and reflection on what was learned from the work.

A suggested structure for the commentary is as follows:

* A brief introduction to the case which includes any additional context that it was not possible to include in the service report
* How a person-centred focus was maintained
* Ethical issues arising
* Interactionist factors identified
* Relevant research literature and psychological theory
* Reflections and implications for future practice

Anonymity

Both the service report and the reflective commentary submitted must be written in a manner that does not compromise data protection and confidentiality. All references to people or organisations must be anonymised (either to refer to “Pupil X”, or to a replacement name), and the RAC should make it clear that names have been replaced. The best way to do this is with an anonymisation statement at the start of the RAC and, at the first mention of the young person’s name, with a footnote or similar statement along the lines of “Names of children and schools and any other information that could identify the child have been changed throughout this document.” It is not acceptable to just use initials. Please note that breaches of confidentiality (e.g. presenting service users’ names or other identifying information) will be treated as potential breaches of academic integrity.

Informing parents about the use of anonymised service reports

Whilst it is not a requirement that consent is obtained from the parents of children you work with specifically to submit (as part of a university assignment) the anonymised service report you write about them; it is considered good practice that you are as transparent as possible with parents (and staff) about the nature of your work as a trainee. This would include making them aware that there is a greater likelihood that their child's case will be discussed as part of regular supervision and also that there is a possibility that the report you produce will be used as the basis for a piece of university reflective work (in this case, the RAC). It should be made clear to parents as part of this conversation that, in this eventually, the report and its accompanying reflection will be fully anonymised before submission.

Word Count

There is no word limit for service reports. Commentaries should not exceed 2,500 words (excluding any contents page, tables, figures, references and appendices). Tables should generally not contain large blocks of text but should instead be supplementary to the main content of the commentary. If core information is presented in tabular form, then it will be counted within the general word count. The commentary should be able to be read without constant reference to the appendices. A word count for each commentary must be included. If the stipulated length is exceeded the trainee will only be assessed on the portion of work that falls within the word limit, which may result in a lowered mark.

Marking of RACs

Since service reports are pieces of work which have been overseen, both in the casework described and the write-up itself, these are not marked.

Feedback on reflective commentaries is provided in two ways:

1. Judgements against specific criteria and

2. Formative feedback related to key areas of the commentary

## 8.5 Assessment criteria for RAC

Each commentary is assigned a “met/not met” judgement against each of the criteria below. For it to pass, all criteria must be met.

The commentary:

* Displays a person-centred approach.
* Demonstrates an awareness of interactionist issues related to the casework.
* Considers ethical issues related to the casework.
* Demonstrates how thinking has been informed by relevant research literature and psychological theory.
* Includes a reflection on the casework which includes implications for the TEP’s future practice.
* Is presented in a professional manner.

Formative feedback

Formative feedback is provided to the trainee against each criterion above, as follows:

Displays a person-centred approach.

* How does the TEP describe the process of involving the child or young person (CYP)? How does the TEP take steps to represent the CYP’s views and opinions to others? Do the actions taken reflect the priorities and viewpoint of the young person? If not, is there a commentary explaining this?

Demonstrates an awareness of interactionist issues related to the casework.

* Does the TEP demonstrate an interactionist and whole child perspective, for example by considering the strengths and challenges experienced by the young person in the context in which they are living and learning?

Considers ethical issues related to the casework.

* Does the TEP demonstrate due regard to ethical issues? For example, is the casework described carried out with the BPS principles of respect, competence, responsibility and integrity in mind? Does the commentary demonstrate the TEP’s ability to work in a manner that is consistent with the HCPC Standard of Proficiency 2: “be able to practice within the legal and ethical boundaries of their profession?” Does self-reflection/critical evaluation include a discussion of how the trainee’s casework was directly influenced by these principles and any specific dilemmas arising? Does the trainee articulate the process of considering whether this was an appropriate piece of work?

Demonstrates how thinking has been informed by relevant research literature and psychological theory.

* Does the TEP reference and describe appropriately at least one psychological model or theory and make a clear connection between this and the piece of casework presented?

Includes a reflection on the casework which includes implications identified for the TEP’s future practice.

* Is there a critical review and evaluation of the casework? Is there a personal evaluation and reflection on the process? Does this evaluation consider, for example, how the TEP felt and thought about this piece of work, any issues that the casework raised (personal, ethical etc.), how this piece of work relates to other work undertaken, and how they would like to work and report their work, etc.? Does it include an identification of the things they chose not to do (and the reasons why)? Does the TEP identify what they would do differently were they to repeat this piece of casework and what learning they have taken from it? Does the TEP refer to, and reflect on, any feedback received about their role in this piece of casework (e.g., feedback from the school, parent etc.)? Does the TEP identify what, in their opinion, was the added value of their involvement in the casework as opposed to that of a different professional?

Is presented in a professional manner.

* Is the commentary structured in a manner that makes it easy to follow? Does it demonstrate effective use of language and grammar, and avoid inaccuracies of spelling or punctuation? Does the author make connections within and between sentences, paragraphs and sections in order to ensure ideas flow together smoothly and logically?

Failure

In the event of a candidate failing a Report and Commentary, the trainee will be required to re-write it or submit a new RAC within a specified time frame. Rewritten commentaries should show clearly where alterations have been made according to feedback received.

## 8.6 Casework Assessment (Year 3)

By the end of Year 3 trainees will be expected to have become familiar with the process of casework exploration through the application of the problem-solving approach. The casework viva gives trainees the chance to demonstrate their fluency with this model and to evidence an understanding of the wider and broader ethical framework in which they practice, and which should inform all casework decisions.

Prior to the viva, trainees will be asked to provide 3 casework reports and their casework table (complete to that point) as this will set the context for casework discussion.

* Please ensure submitted reports are fully anonymised using culturally appropriate and sensitive pseudonyms in replacement of actual names.
* Please add a running head to the reports to give report number, pseudonym and age.
* Please ensure you have highlighted the cases you are submitting/discussing in the viva on your casework table.
* Please ensure the reports are signed by you and your supervisor.

The casework viva will be one of the ways in which trainees demonstrate that they understand, and are able to meet, the expectations associated with being a regulated HCPC professional. Meeting these standards is an essential part of being fit to practice. [Please refer to the [HCPC Guidance on Conduct and Ethics for Students](https://www.hcpc-uk.org/globalassets/resources/guidance/guidance-on-conduct-and-ethics-for-students.pdf) (2024)](https://www.hcpc-uk.org/resources/guidance/guidance-on-conduct-and-ethics-for-students/). Some of the questions you will be asked will explore your understanding of these expectations.

During the viva, trainees will also be expected to demonstrate that psychology has informed their thinking, and that they have considered:

* The application of a problem-solving model
* promoting and protecting the interests of service users and carers
* communicating appropriately and effectively
* working within the limits of their knowledge and skills
* challenging discrimination
* delegating appropriately
* respecting confidentiality
* managing risk
* reporting concerns about safety where appropriate
* being open when things go wrong
* being honest and trustworthy
* keeping records of your work

Additional questions will cover:

* The legal and ethical boundaries of Educational Psychology
* Non-discriminatory practice
* Informed consent
* Professional duty of care
* Effective self-management and resources
* Working in partnership with other professional support staff service users and their families
* The evidence base for their interventions
* Their role as a psychologist
* The impact of their work

Trainees will be asked to wait at the end of the oral examination to give the examiners time to confer and produce a written feedback summary (see Appendix 4.07).

Outcomes will be one of the following:

* Pass: the trainee meets all the specified requirements to the examiners’ satisfaction.
* Conditional Pass: there are minor aspects of the trainee’s ability to explain their work and justify their thinking that the examiners feel could be improved. The trainee will be given detailed written feedback and asked to present one of their 3 cases again for oral examination within two weeks.
* Fail: the trainee has not satisfied the examiners of their ability to explain and justify their work at an appropriate level in a majority of the required areas. The trainee will be given detailed written feedback and asked to present some, all 3 of their original cases again, or new cases (combined total of 3) for oral examination at a date to be negotiated with the Programme Director, not later than 6 weeks from the date of the first examination. The panel will consist of at least one of the original examiners.

The Casework Viva Feedback Form should be included in the Practical Work file.

Informing parents about the use of anonymised service reports

Whilst it is not a requirement that consent is obtained from the parents of children you work with specifically to submit (as part of a university assignment) the anonymised service report you write about them, it is considered good practice that you are as transparent as possible with parents (and staff) about the nature of your work as a trainee. This would include making them aware that there is a greater likelihood that their child's case will be discussed as part of regular supervision and also that there is a possibility that the report you produce will be used as the basis for a piece of university reflective work (in this case, the casework viva). It should be made clear to parents as part of this conversation that, in this eventually, the report will be fully anonymised before submission.

## 8.7 Objective Standardised Professional Assessments (OSPA)

In June Year 2 undertake four role-played professional scenarios at the university, each relating to an aspect of working within the post-16 age range. Performance on each of these is assessed by two observers, usually comprised of a member of the programme team and a practising educational psychologist from a local authority in which trainees are placed by the course. This assessment forms part of placement assessment but is not graded pass/fail rather the focus is on identifying areas of strength at this point in training and areas for further development to take forward into Year 3.

These scenarios enable us to assess your developing professional skills:

• Communication

• Perspective Taking

• Information gathering and synthesis

• Management

• Professional Integrity

These role plays also provide a further opportunity for trainees to demonstrate an understanding of the expectations regarding professional behaviour as they cover ethics, decision making, communication and interaction with service users. Further information about these will be given in detailed preparation sessions prior to this. There is also further information on the development of this assessment as well as videos of the process and trainee feedback [here](https://www.ucl.ac.uk/educational-psychology/OSPA.html).

# Section 9 - Assessment Policies and Practices

## 9.1 Marking

All marks trainees receive are provisional until they are confirmed by the relevant Examination Board: 17th October 2024 and 10th July 2025.

Prior to the exam board meetings, the following will have occurred:

Every module is internally moderated. This means that another member of the programme team checks a sample of work for a module, including one piece of work in every marking category. Every module is also externally moderated. Our external examiners (Pandora Giles and Richard Parker), inspects a sample of marking categories across the range of submitted work.

Trainees do not have the right to have their work remarked, even if they receive a mark that they do not expect. The procedures above are considered sufficient to ensure a satisfactory outcome. Trainees may formally appeal the decision of the Examination Board. Note, however, that disagreement with the academic judgment of the Board is not considered legitimate grounds for appeal.

## 9.2 Moderation

Moderation involves an independent academic scrutiny of marks awarded, on a sample basis, to verify that the marks awarded are appropriate and consistent in relation to the relevant assessment criteria.

Moderation of all fails, one for each category, is undertaken for each module. For those modules with very small numbers, a sample greater than 5% will be used to cover all classifications awarded. The marks of individual trainees included in the sample are adjusted as a result of moderation. If the moderator has concerns about the marking standards of the sample, arrangements should be made for the marks for all the work for the specific assessment item to be reviewed. Where this occurs, the outcome should be documented and communicated to the Board of Examiners.

## 9.3 Special Considerations and extension requests

A trainee may apply for Special Considerations if they can prove that there were exceptional circumstances outside of their control; and these negatively affected performance in an assessment ([Special Considerations](https://forms.office.com/e/MYTyfqiFP1)), or on their ability to meet an upcoming deadline for submission of an assessment ([Extension Request Form](https://forms.office.com/e/ZikGYfAuAS)). If you require a self-certification form you can download one [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.southampton.ac.uk%2F~assets%2Fdoc%2Fquality-handbook%2FSelf%2520Certification%2520Form.dotx&wdOrigin=BROWSELINK).

In the case of an extension form this should be submitted as soon as possible, before the submission deadline. Extensions cannot be accepted after the deadline. Please complete the online form highlighted above. This is reviewed by the Programme Director who will consider whether the extension meets the criteria. The following is a non-exhaustive list of examples that the university would commonly regard as falling within the definition of special considerations i.e. exceptional circumstances outside of the trainee’s control that may have a negative effect upon performance or ability to meet a deadline:

* Bereavement – death of close relative/friend/significant other
* Serious short-term illness or accident
* Significant adverse personal/family circumstances
* Severe adverse weather conditions
* A significant failure of due process by the University
* Other significant exceptional factors for which there is evidence of stress caused.

If you wish to apply for special considerations after an assignment, you typically need to do this usually **no longer than five working days** after any assessment or deadline may have been affected by exceptional circumstances. Have your supporting documents ready before completing the form. Once completed this request is then considered by a Special Considerations Board. For more information click [here](https://www.southampton.ac.uk/~assets/doc/calendar/Special%20Considerations%20Regulations.pdf).

## 9.4 Academic Conventions

**Formatting your coursework**

Please use the following guidelines when submitting coursework.

* Title page: all work should include a title page with a student ID number, the intake year, the programme title, title of the work, the relevant module title, followed by the type of work (e.g., Essay, Report of Casework) the date and the word count. It should also include a statement which says whether you are happy/not happy for this work to be shared with fellow trainees.
* I agree that this assignment, but not its associated feedback, **can / cannot** be made available for teaching purposes. *Please delete as appropriate.* Except for PSYC6174, PSYC6176 and PSYC6177.
* **APA format:** you should follow the conventions of American Psychological Association style, or APA style. *Publication Manual of the American Psychological Association: 7th Edition (2019).* A quick guide to APA style can be found [here](https://www.scribbr.com/apa-style/apa-seventh-edition-changes/)
* Figures and tables should be placed in the text of the reports rather than at the end.
* **Appendices**: these only need to include additional information that has direct relevance to the piece of work. Please ensure that work can be read without constant reference to the appendices.

## 9.5 Coursework length

Each assessment within the programme is allocated a word limit. The word count should be declared on every piece of submitted work. If the stipulated length is exceeded the trainee will only be assessed on the portion of work that falls within the word limit, which may result in a lowered mark. The word count starts after the final word of the title, which should be on the page following the abstract, unless individual assessment guidance says otherwise, for example ROCs where it specifically says that word count starts after the table of involvement. References, tables and figures are all excluded but quotes, whether in the text or in tables are included in the word count.

All assessed written work is submitted electronically via [eAssignment](http://www.assignments.soton.ac.uk) except practical work files and casework vivas which are submitted electronically via Sharepoint.

## 9.6 Late Submission

A delay in submitting coursework (without a valid reason or authorised extension) up to and including five calendar days beyond the agreed deadline (where the first 24 hours after the deadline count as the first day) will result in the overall mark being capped at a Pass and this being noted on the feedback. Where binary, the grade will not be reduced but the late submission will be noted on trainee feedback. In all cases late submission will be noted on the trainee’s file and may result in a short delay in feedback. Work submitted more than five days late for any piece will automatically receive a Fail.

## 9.7 Fitness to Study and Fitness to Practise

Please note that trainees can request a limited number of deadline extensions without their fitness to study undergoing review and the possibility of some consideration of voluntary or involuntary degree suspension or termination following sympathetic consultation with the Programme Director. A broad guideline would be, no more than three requests for an extension for the same reason, and no more than six for any reason, in the same year.

The University Fitness to Study policy (referred to as Student Support Review) has been updated and can be accessed here: [Student Review](https://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/Student%20Support%20Review%20Regulations.pdf)

As a programme of study which has a practice component leading to HCPC registration trainees also need to ensure their ‘Fitness to Practise’. For more information please see the University policy: [Fitness to Practise](https://www.southampton.ac.uk/quality/off_campus_learning/fitnesstopractise.page). Such programmes depend upon the satisfactory completion of theory and practice assessment and course work, and standards of behaviour, health and professional conduct relevant to future employment in the associated profession.

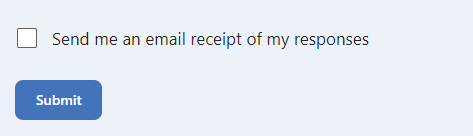
For more information on University of Southampton regulations on [attendance](http://www.calendar.soton.ac.uk/sectionIV/attendance.html) and [interruptions](http://www.calendar.soton.ac.uk/sectionIV/interruption.html) please see the links.

## 9.8 Attendance and absence

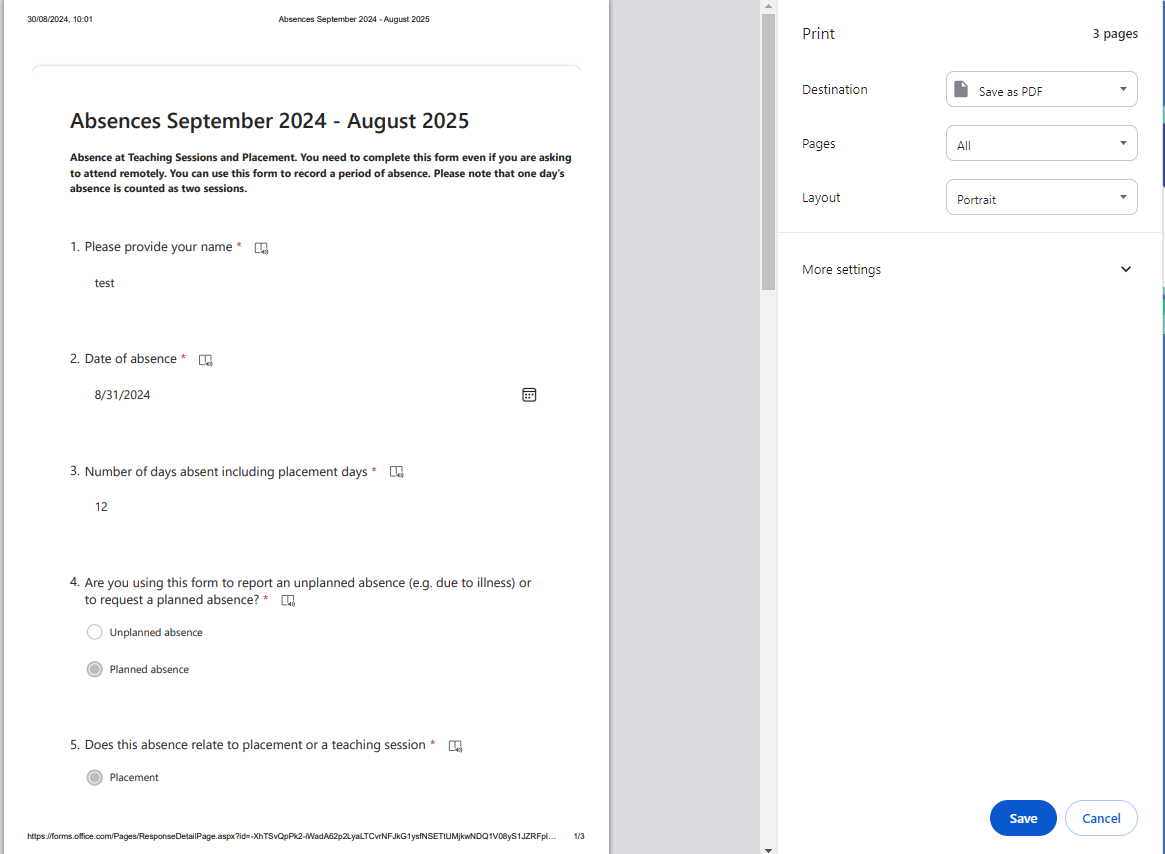
**Requests for Unplanned absence (i.e., illness on the day of the session) or lateness:**

For university sessions, contact the programme administrator and the Year APT (and the appropriate module leader, if different, for example for a research module) as soon as possible and follow up with an [MS absence form](https://forms.office.com/e/Rjqyv9CBVy) even if you plan to attend remotely. For absence from placement, Year 1 should contact their Field Tutor and any relevant service users as soon as possible and follow up with an online absence form. Year 2/3 should follow the absence reporting system for their placement and compete the online form. In all cases, please let the relevant APT know when you return. Forms can be completed retrospectively.

There is an important box at the bottom of the form which says, “send me an email receipt”. You must tick this box.



When you receive this email, view your responses and then right click on the form and select print, and then select in the destination box save as PDF, as below:



Please include this PDF file in your work file. Either for placement or university, it is very important that you have a full record of your absence as these will be checked across missed sessions.

**Requests for planned absence or to attend remotely (i.e., where you are aware in advance):**

The first thing you need to do is to complete an [MS absence form](https://forms.office.com/e/Rjqyv9CBVy) and request permission giving reasons for the request. You should request an email receipt at the end of the form and follow the steps above. Email this PDF of your responses as an attachment to the relevant APT as the first step in asking for authorisation for the absence. The APT will make a decision, in some cases they may need to discuss this with the Programme Director. This PDF should also be included in your work file. Should an absence not be authorised, the APT will let the programme administrator know so the record is accurate.

If you miss taught sessions, we expect you to make arrangements to cover as much of the missed curriculum as is possible, perhaps by additional reading, viewing recorded sessions, reviewing the notes of colleagues, or other individual arrangements negotiated with the session leader. This is monitored at the end of year appraisal. Please note that requests for remote attendance are only made in very exceptional circumstances. It should maybe also be noted that it will not always be possible to say yes to remote attendance.

In relation to missing placement days, a more individualised approach is necessary and should be agreed with the placement supervisor and personal tutor. The goal of placement is to prepare trainees to demonstrate BPS competencies, and this can often be achieved even if one or two sessions are missed. Where a trainee is ill, they would not generally be expected to “make up” the period of placement absence, although they may need to make arrangements in the short term to make an additional visit in order to reschedule specific pieces of work. In Years 2 & 3, it will be important to liaise with the local authority to discuss arrangements for service delivery of the agreed 130 days of placement; however, it is expected that the local authority would take the action of any reasonable employer by accepting occasional periods of absence for illness.

If placement days are missed - and if your Field Tutor or placement supervisor agree - it is therefore acceptable to complete the year with fewer placement days (to match the period of absence due to illness) than expected. The weekly/daily log and the placement calendar should clearly show days when this has applied. Of course, the proviso is that by the end of year 3 all trainees need to have completed 300 days, but the current allocation of 55 days in Year 1 gives some space for unexpected absences.

Where you miss placement for other authorised reasons, you would typically be expected to “make up” the period of absence by attending placement on an additional day. If you have an extended period of absence, an individual plan will be put into place to allow you to return to study. This is not usually likely to require “catching up” on missed days, to avoid placing you under additional pressure as they return to the course.

The programme administrator keeps a record of all university and placement absence and individual absences are monitored; we use this to monitor course coverage, accountability to the bursary provider, and for consideration of potential support arrangements. We no longer provide this information in references. Only a limited number of absences from compulsory sessions can be authorised without the trainee’s fitness to study undergoing review. Repeated requests for absences from sessions might trigger a wellbeing review. Wellbeing reviews might be held, for example, if a trainee had missed 6 placement or university days over two or more occasions in the past 12 months; 9 working placement or university days or 4 occasions (totaling 6 or more days) in the past 12 months; or whenever the level, frequency or pattern of absence causes a concern due to impact on their course experience.

In all cases of absence, in years 1 and 2 trainees should use the appraisal document each year to record which, if any, sessions (note that one day’s absence is counted as two sessions) were missed, the number of absences and action taken as well as including this in their work file. In year 3, the record should be in your work file.

## 9.9 Trainee Expectations

You will normally need to be at university, or on placement from 9.00 am – 4.00 pm on the allocated days. Regular study days are also allocated for working on assignments and undertaking research and administrative tasks. University taught sessions run from 9.00 am – 12.00 pm and 1.00 pm – 4.00 pm; any alterations to these core times will be rare. Please do not assume that attendance at university will not be required during Study days. It may be necessary to re-schedule sessions from time to time; for example, tutor illness may lead to timetabled sessions being swapped for Study days at short notice. However, we will give you as much notice as possible of any changes so that you can plan your time effectively.

On placement days expected arrival times and working hours should be clarified with field tutors (Year 1) or supervisors (Year 2 and 3). You are expected to be on time for all sessions. The maintenance of high standards of personal and professional conduct is one of the key HCPC standards of proficiency (1.1)

Managing time well on this challenging course is essential. It is also a necessary skill for your future work as an educational psychologist. At University we will start and finish all sessions on time and expect you to arrive prepared for the session in advance of the start time. It is recognised that major transport and other problems may affect us all from time to time, however good planning and organisation should minimise the impact of these on attendance. If at all possible, please let the office/and or session leader or APT know if it is clear that you are going to be late and make sure that you talk to the tutor at the end of any teaching session about the reasons for your late arrival.

The course is set up to provide a balance between understanding theoretical perspectives and the acquisition of practical skills. The balance of activity will shift over the three years from intense academic and professional learning in year 1 towards an increasing time spent on Placement, in years 2 and 3 in an Educational Psychology Service. Emphasis in year 3 will be on the successful completion of the HCPC SOPs and the dissertation.

All trainee educational psychologists should be guided by the recently revised [Health and Care Professions Council’s Standards of Conduct, Performance and Ethics (2024)](https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/). Although the broad headings remain the same, there are some important changes within each and you can see what these are [here](https://www.hcpc-uk.org/what-is-changing/). These standards apply to you if you are a learner on a HCPC-approved programme. The HCPC have also published another document, Guidance on conduct and ethics for students, which sets out what the standards mean for you as students and can be read [here](https://www.hcpc-uk.org/resources/guidance/guidance-on-conduct-and-ethics-for-students/)

Throughout the programme, there will be opportunities to learn about professional conduct and to evidence an understanding of the types of behaviour which are appropriate for a professional and which are not. These expectations which cover ethics, decision making, communication and interaction with service users, cares colleagues and others are integrated into a range of experiences which will allow you to demonstrate that you meet the HCPC Standards of Professional Behaviour, both as a trainee, and as a future Educational Psychologist. Core to the curriculum and assessment strategy are a range of experiences which enable you to demonstrate the HCPC standards of conduct, performance and ethics:

1. Promote and protect the interests of service users and carers
2. Communicate appropriately and effectively
3. Work within the limits of your knowledge and skills
4. Delegate appropriately
5. Respect confidentiality
6. Manage risk
7. Report concerns about safety
8. Be open when things go wrong
9. Be honest and trustworthy
10. Keep records of your work

## 9.10 Academic Responsibility and Conduct

The University’s academic responsibility and conduct (ARC) regulations and procedures can be found [here](https://www.southampton.ac.uk/about/governance/regulations-policies/student-regulations/academic-integrity). The introduction to these regulations[[10]](#footnote-11) notes that:

Academic integrity is integral to studying at university and a guiding principle of academic life. At its most basic, academic integrity describes acting with honesty and responsibility in one's own academic work (which throughout these Regulations means work undertaken for formative and summative assessments, your research outputs, your academic practice, and your academic working relations with others)

ARC is not just narrowly defined as avoiding plagiarism (the programme uses TurnitinUK anti-plagiarism software; for more information click [[here](https://elearn.soton.ac.uk/article-categories/tii-student/)](https://elearn.soton.ac.uk/article-categories/tii-student/)); ARC is also connected to ethical practice. As such, any breach of relevant standards of conduct, performance, and ethics in assignments (in the case of our course, this refers to the HCPC guidance on conduct and ethics for students and the BPS code of professional conduct and ethics) will be considered to be a suspected breach of ARC and investigated within those regulations. In practice, this is most likely to refer to any breaches of confidentiality.

In essence:

* Trainees must not use names of individuals or organisations EXCEPT where people have signed their name on ERS forms, or appraisals as part of accountability measures.
* Trainees must make clear that any names used are pseudonyms.
* Trainees must not present information in a way that allows identification of individuals through triangulating separate pieces of information.

Trainees should note that ARC regulations apply to formative assessments and draft versions of their work, as well as to final versions that are submitted for assessment. The same regulations and procedures apply across other elements of course activity, including practice ROCs, weekly logs, PBL assignments and activity on placement.

A certain level of context is required for academic assignments. Some examples of how such information can be provided in a way that will avoid breaching academic responsibility and conduct are outlined below:

|  |  |
| --- | --- |
| *Instead of* | *Try* |
| “The Doctorate in Educational Psychology Programme at Southampton” (service name) | “An educational psychology training programme in the SEEL consortium” |
| “The location of the service on the Isle of Wight meant…” (specific area mentioned) | “The location of the service in a specific area of the South of England meant…” |
| “Due to Hampshire’s inspection and advice arrangements…” | “Due to the authority’s inspection and advice arrangements…” |

Process for where there is a suspected breach:

* The team’s first step will be to consult internal guidance for markers and to discuss this between the marker, module lead and programme director. If necessary, they will consult Psychology’s ARC Officer who will arrange for any further formal communication with the trainee. Trainees will not usually be informed that there is a suspected breach of ARC until the suspected breach has been considered within the procedures set out below, and a decision made about how to respond to it. On occasions this may mean that marks release for submissions that contain a suspected breach may be delayed.
* If the outcome of the investigation requires a resubmission, a new portal for this will be opened on eAssignment, and the original submission will remain unmarked.
* An ARC investigation does not automatically result in failure of the assignment. A full list of potential outcomes of these investigations can be found within the ARC Regulations [here](https://www.southampton.ac.uk/about/governance/regulations-policies/student-regulations). However, in summary, the course will take the following actions, based upon the regulations:
* In minor cases, trainees will receive an internal programme letter noting failure to anonymise and that this incident will be considered in any future investigations.
* In more serious cases, markers will refer the incident to the ARC team for further advice, with a likely outcome letter from the CQA noting “poor academic practice” and that this incident will be considered in any future investigations.
* In the most serious cases, markers will refer the incident to the ARC team for further advice, which may result in a proposed penalty letter or a formal ARC meeting.

## 9.11 Generative Artificial Intelligence (GenAI)

ChatGPT, GPT4, Bard, etc., are large language models of GenAI that create novel written outputs in response to user prompts. This article provides information about artificial intelligence tools in relation to academic work: [click here](https://sotonproduction.service-now.com/serviceportal?id=kb_article_view&sys_kb_id=45a9f8051b86da90384d4043b24bcb50)

The university guidance states:

You should not submit content produced by artificial intelligence platforms as part of your taught doctorate or iPhD, unless:

* It has been specifically authorised as part of your assessment guidance.

* You are undertaking an individual project on generative artificial intelligence and are advised by your supervisor to use these tools in a defined area of your project

It goes on to say that for doctoral students in the research phase:

* You should not, in general, submit any content that has been produced by generative artificial intelligence platforms for your progression reviews, thesis or publications. This includes production of the document text, literature reviews, works of art or artificially manufactured datasets.

* However, you may use GenAI tools as a support assistant to aid in the clarification of your own writing. This may involve correcting basic grammar and spelling, or rephrasing parts of the thesis. We advise using such tools with caution. AI tools often make errors. They also generate bland, generic content that results in the loss of your own authorial voice. Demonstrating your own original voice and work is critical in doctoral studies and so over-use of AI translation or editing tools have the potential to seriously impact the success of your research project

In relation to citation, although the APA explicitly says how to cite and include in a [reference list](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapastyle.apa.org%2Fblog%2Fhow-to-cite-chatgpt&data=05%7C02%7Cedpsych-fels%40soton.ac.uk%7C83c9dd81753b4e1d121908dd1b4d9d48%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638696742332610538%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=t4RyCUHA2gV0aZKby6wg3KNOV4Bc790NSd4aPJ09Kj8%3D&reserved=0) within the University’s [AI Regulations](https://www.southampton.ac.uk/about/governance/regulations-policies/student-regulations/academic-integrity)  GenAI is not regarded as an author because suspected breaches of the Regulations through misuse of GenAI would be dealt with as “External authorship/assistance” rather than as “Plagiarism”:

* 1.3.4 External authorship/assistance: where a student obtains, or attempts to obtain, unauthorised input from another person or service with their work. This may include asking for unauthorised assistance with assessments, or engaging with essay mills, or using artificial intelligence tools in an unauthorised way to generate or alter the content or wording of academic work.

This view that GenAI cannot be regarded as an author is also adopted by an increasing number of publishers who argue that  AI tool cannot be classed as an author as it cannot take responsibility for its work, nor does it generate original ideas but reproduces ideas found elsewhere and furthermore that the primary function of a reference list is so the reader can refer to the original source, which is not possible with AI generated content. For these reasons, and in line with the University’s view, the programme favours the approach of most academic publishers which stipulates AI systems should not be used to generate content and therefore should not be cited as an author nor included as a source in the reference list.

The unauthorised or inappropriate use of artificial intelligence tools is taken very seriously by the University, and there are [clear and robust guidance on Academic Responsibility and Conduct](https://www.southampton.ac.uk/quality/assessment/academic_integrity.page). There are also multiple ethical, professional, perhaps even legal challenges to the use of generative AI in contributing to reports in professional practice, and it is the responsibility of the individual practitioner to defend the ethics and professionalism of decisions they take in their roles and to ensure they are contributing to the discussions about its responsible use. Thoughtful implementation of any AI is crucial, and we suggest that you continue to question the assumptions about the use of AI and its impact on all service users. We would strongly recommend that trainee EPs do not use generative AI to contribute to their report writing on placement.

## 9.12 Proof Reading

In terms of the advice, we would give you about using and attributing any proofreading support, e.g., if you use Grammarly or any of the simpler forms of AI to review your work, or another person proofreads your work, this type of editorial input is allowed so long as the intellectual content of the work is not changed in any way.

## 9.14 Complaints

If a trainee has a concern or a complaint about any aspect of the programme, they are encouraged to raise this with the Programme Director in the first instance, or a member of the programme team. Further guidance is available [here](https://www.southampton.ac.uk/studentadmin/appeals-complaints/for-students.page)

## 9.15 Appeals

There is an appeals mechanism for Academic work – following University of Southampton Guidelines (A full set of guidelines for the University Appeals Procedure can be found [here](https://www.southampton.ac.uk/studentadmin/appeals-complaints/for-students.page))

# Section 10 - Trainee Support and Resources

## 10.1 Private study

Trainees in Year 1 are allocated an average of a day per week for private study throughout the programme. In addition, they have further blocks of time to enable them to plan their own placement and academic commitments. In Year 2 trainees have a day a week for thesis preparation and private study. In Year 3 this increases to two days a week, although there is compulsory half day attendance on a number of Mondays.

## 10.2 Team Meetings

Cohort team meetings will be held regularly in all years. This is a chance for the cohort to discuss any aspects of the course, give, or seek information from the group or year tutor. These will also provide opportunities for the year representatives to identify any themes or issues to take to the SSLC.

## 10.3 Appraisal

The Programme has a formal system appraisal. Mid-year reviews and target setting meetings are held in February for Year 1 and are attended by the trainee and Year 1 APT, or Programme Director. End of year appraisals will take place at the end of term in the final tutorial of the year with the trainee’s respective personal tutor.

All aspects of the trainee’s progress are covered in the appraisal, including both academic and practical assignments and attendance. It is a Programme requirement that satisfactory progress is made before progression to the next year. Field tutor and supervisor input to end of year appraisals is in the form of a summative placement report, although supervisors are invited to attend part of the appraisal if they wish (either in person or via Teams/Zoom). Prior to both appraisals, trainees are required to complete sections of an appraisal form (Appendix 3.6). Targets are aimed at helping trainees work towards BPS competencies, and will build on strengths, as well as highlighting areas of development. These will be jointly discussed by all those present at the review. The targets set at the final appraisal in July in Year 1 and 2 will be reviewed at the 1st interim review in the following November. Trainees in Year 3 highlight targets on their Final Appraisal and Review Form (FAR) and these are carried over as CPD targets for trainees in their post qualifying year.

## 10.4 Personal Academic Tutor and Tutorials

A personal and academic tutor is allocated to each trainee and tutorial appointments offered in all years. In addition to tutorials, the personal and academic tutor will also be the one who conducts the interim placement reviews which take place twice a year thereby providing a valued sense of continuity. The expectation is that tutorials will be in person. It is likely that one of the reviews will be in person and one online.

Tutorials provide a progress check on programme work requirements, an opportunity to identify development needs and to support the trainees with any personal issues which may bear on trainees’ professional performance and academic achievement. Tutorials also provide an important forum to reflect on professional and personal growth and to encourage the development of trainees’ self-reflection as well as consideration of feedback. Trainees are required to complete a tutorial planning sheet (see Appendix 3.4) in advance of the meeting. As far as is possible the course aims for the trainee to have the same personal tutor throughout the 3 years.

## 10.5 Tutor support on assignments

Personal tutors can offer support to trainees as they work on assignments. Where trainees have particular questions about the content of the assessment or the curriculum which the assessment addresses, they should raise these questions with the module lead. However, where the trainee wants support concerning their own personal response to the assessment prompt, the personal tutor can offer support. While they will not offer to read and comment on whole drafts, personal tutors may for example:

* Recommend relevant resources
* Discuss and help shape outline plans
* Offer suggestions and feedback with regard to short excerpts from a draft submission

## 10.6 Information sharing

Where a personal tutor is aware that the trainee is experiencing personal factors that are having an impact on academic or placement activities, the personal tutor will strongly encourage the trainee to share this with other members of the staff team (e.g., APT, thesis supervisor) or, if the trainee is happy with this, will seek permission to share this at a team meeting on their behalf.

If the tutor has concerns about a trainee’s competency and is aware that this is influenced by personal factors that the trainee is experiencing, the tutor will first discuss these with the trainee and will strongly encourage the trainee to raise this with the wider staff team. In some circumstances, in particular, those where the tutor is concerned for the trainee’s safety or wellbeing, or that of their service users, the tutor will choose to pass on such concerns even if the trainee would rather keep these private. The tutor will aim to tell the trainee that they have done so.

## 10.7 Buddy System

Towards the end of their first year, all Year 1 trainees are invited to opt in to being a buddy for incoming Year 1 trainees. We emphasise that this is voluntary rather than a course requirement where the buddy’s role is to answer any queries from the incoming Year 1 about the trainee experience. It is an informal system, not intended in any way to replace the formal tutorial process but is designed instead to allow new entrants to the course to gain a peer perspective on how the Year 2 buddy has already navigated typical issues faced in the previous year. The frequency and amount of contact is at the discretion of the buddied pair, but pairs are encouraged to make contact before the course begins and to link up on the first day of the course, at the welcome campus tour.

The buddy’s role is not to provide pastoral support. In cases where the Year 2 buddy has any concerns about their partner’s wellbeing, the Year 2 buddy should firmly encourage their partner to seek support through the usual systems and should remind the Year 1 partner of the right to break confidentiality where the Year 2 buddy has significant concerns for their partner.

## 10.8 Support on Placement from University Tutors

In Years 2 and 3, interim review meetings are held twice a year on placement, with the personal and academic tutor and supervision coordinator (Year 2) / supervisor (Year 3).

## 10.9 Support from the Psychology Department

Trainees in difficulty can ask for further support from their field tutor (Year 1), personal tutor (all years), supervision coordinator (Years 2 and 3) or from Lyn Ellett, Deputy Head of School of Education ([L.Ellett@spoton.ac.uk](mailto:L.Ellett@spoton.ac.uk)). Trainees can also seek support and advice from Dr Sarah Kirby ([psy-support-pg@soton.ac.uk](mailto:psy-support-pg@soton.ac.uk)).

## 10.10 Trainee Feedback on Teaching

Trainees are asked to complete end of year programme evaluations. More immediate teaching sessions are evaluated by trainees and feedback passed both to the presenter and to the programme tutors. In addition, tutors share certain teaching sessions to enable peer review to take place.

## 10.11 Quality Assurance

Trainees in Years 1 and 2 are asked to submit an End of Year Review. In Year 3 the end of year review takes the form of a Final Appraisal and Review (FAR), both looking back at the year and ahead to the first year in practice.

In addition, as part of the SEEL placement quality assurance, Year 2 and 3 trainees are asked to complete two online questionnaires and evidence completion of this in their work files; one is a workload survey, and one is a placement quality assurance one.

## 10.12 Support for Student Learning

In the Psychology Department support is provided by:

* A Programme Director (Sarah Wright) who has the main responsibility for the coordination of learning and teaching and who retains an overview of all aspects of the programme including Placement coordination and governance.
* Professional and Academic Tutors who take responsibility for programme components and pastoral support work with nominated trainees.
* Field Tutors who provide modelling and feedback on early skills performance and initial casework, and review professional development in Years 1, 2 and 3.
* A member of the Psychology Department staff who is designated as Research Director (Cora Sargeant) across all years of the programme, and additional members of the academic staff who support research.
* Supervision Coordinators/Supervisors from local services to coordinate and provide support for all professional placement learning in Years 2 and 3.
* The Psychology Department’s learning and teaching resources, including access to photocopying, phone, computer, email and internet facilities.

## 10.13 Disability and Wellbeing

If you have a disability or a long-term condition, you can receive support throughout your studies and the University offers a wide variety of support. This includes advice and support relating to studies throughout your time at the University:

* [Student Support & Wellbeing](https://www.southampton.ac.uk/edusupport/index.page) provide wellbeing support, disability support, dyslexia and study support, and recommendations for examinations/assignments.

* Wellbeing support can provide counselling, guided self-help and wellbeing chats 24/7 to explore options for support.
* Support might include how to access specific support (e.g. having an assessment for a specific learning difficulty) or putting together a support plan to inform reasonable adjustments for assignments and academic work and developing study skills with mentoring.
* [Study skills support](https://www.southampton.ac.uk/edusupport/study_support/index.page) can help you with a specific learning difficulty to access drop-in support sessions and develop study skills whilst on training. The library also has an Academic Skills Hub to help the transition to higher education. Assistive Technology can also be downloaded onto university laptops to provide support for assignments.

[The Student Hub](https://www.southampton.ac.uk/studentservices/index.page) can be a useful first point of contact for questions and concerns relating to financial support, accommodation, wellbeing, disability, careers and course administration. They can be contacted 24 hours a day, 7 days a week by email, telephone (023 8059 9599), or online chat via their website.

[The Clarkson Rest and Study Room](https://www.southampton.ac.uk/edusupport/disability_support/the-clarkson-rest-and-study-room.page) is a designated quiet space for students with disabilities or long-term health conditions in Building 6 (Nuffield Theatre). There is also a Wellbeing Room in Building 44, which is on Level 3, Room 3101 (inside the staff room 3099). The room is for both staff and students and contains a few wellbeing items, such as colouring books, a weighted blanket and fidget toys. The key to Wellbeing Room can be collected from the FOS team office, which is also on Level 3. This is a non- bookable space so that it can be used spontaneously. Please ensure you return the key and “Room in use” sign once you have finished using the room. 

We ask that trainees make every reasonable effort to attend in-person teaching sessions. However, there are sometimes where illness or other circumstances make this impossible, so we also enable some remote attendance, either through live broadcast through Teams (to an “invite-only” audience) or by recording the session on Teams (and again making available only to those in the relevant year group team, and associated staff). We make clear to trainees that recordings are not for further distribution beyond those in the cohort. Very occasionally there may be some situations where intellectual property is such that it may not be recorded, or where the discursive nature of the session means recording is not possible.

## 10.14 Parental Leave

The University Executive Board has approved an extension to the Maternity and Shared Parental Leave policy for doctoral researchers. It brings doctoral researchers who are directly funded by the University, or who receive funding directly from the University as part of an external (non-charitable) contract into line with the terms and conditions of those who are funded by UKRI (or previously RCUK). The system will be administered through the Doctoral College.

Please see here for the University [policy](https://www.southampton.ac.uk/doctoral-college/researcher-resources/policy.page)

## 10.15 Equality, Diversity and Inclusion (EDI)

Our aim is for EDI to be included in all areas of our teaching and practice and to create a space where everyone feels welcomed. We recognise that the path to training is not an equal one for everyone and by being more aware of the barriers people face, we are in a better position, as training providers, and practising psychologists, to focus on removing those we can. Southampton University’s EDI Strategic plan (2020-2025) can be found [here](https://www.southampton.ac.uk/~assets/doc/hr/6444%20Equality%2C%20Diversity%20and%20Inclusion%20strategy%20one%20pager%20AW%20WEB.pdf). EDI remains a core focus for the programme.

## 10.16 Dignity at work and study

The University of Southampton is committed to supporting, developing and promoting equality and diversity in all of its practices and activities. It aims to establish an inclusive culture, free from discrimination and based on the values of dignity, courtesy and respect. Please [click here](https://www.southampton.ac.uk/diversity/policies/dignity_at_work.page#%3A~%3Atext%3DWe%20aim%20to%20establish%20an%2Cof%20dignity%2C%20courtesy%20and%20respect.%26text%3DFair%20criticism%20of%20staff%20or%2Cwith%20dignity%2C%20courtesy%20and%20respect) for more information.

## 10.17 Using Social Media

The popularity of social media has grown rapidly in recent years. There is widespread use of sites such as Facebook and Twitter amongst trainee educational psychologists and there are a growing number of well-established blogs and internet forums that are aimed specifically at professional psychologists, such as EPNET. Educational Psychologists also increasingly make use of internet based professional networking media such as Linkedin.

While many educational psychologists use social media without encountering any difficulties, there is the possibility that individuals may unknowingly expose themselves to risk in the way they are using ‘web 2.0’ applications and uploading personal material onto the internet. Although professional psychologists should be free to take advantage of the many personal and professional benefits that social media can offer, it is important that they are aware of the potential risks involved. Please see additional guidance in Appendix 3.7. This guidance provides practical and ethical advice on the different issues that educational psychologists may encounter when using social media. You may also want to consult the HCPC revised guidance on [social media](https://www.hcpc-uk.org/globalassets/resources/guidance/guidance-on-social-media.pdf).

## 10.18 Technical support

University Computer Services

iSolutions provides over 1,400 computers for learning and teaching purposes. They are located in rooms on all major campuses and in most halls of residence. Many of these rooms are open evenings and weekends with some offering 24-hour opening. Please contact the iSolutions Service Line with enquiries about the facilities (phone 25656 internal, 023 8059 5656 external, or [email](mailto:serviceline@soton.ac.uk)

As a student at the University you are entitled to use ISS facilities and you are bound by the regulations for their use. When using email, you are advised to treat correspondence with the same care as you would when using paper. Details of the ISS regulations may be found on the ISS web pages described above.

Psychology Department Computing Services

Postgraduate computer needs are met in a variety of ways according to principles agreed by Policy & Resources Committee. The Psychology Department has a large Interactive Research Laboratory seating 70 people, equipped with 70 computers. These machines are equipped with advanced teaching and experimental packages to support research methods teaching and all practical classes. They are integrated with a multimedia audio- visual suite. Although prioritised to teaching, these computers are available to undergraduate and postgraduate students on a walk-in basis at other times. Whilst being used on a walk-in basis they are configured to work in an identical manner to the public machines (see below). There are two further public clusters in the Shackleton Building (rooms 1061 and 1063 which are accessible via the North side of the building and not the main entrance).

The iSolutions website details them [all](https://www.southampton.ac.uk/isolutions/index.page)

The Psychology Department has also opened an informal learning environment called i- Zone which is designed to foster team and collaborative learning and to also provide a structure which helps staff-student interaction. It provides a comfortable work environment, facilities for refreshments, and a wireless ‘hot-spot’.

Psychology Department Technical Support

There is a team who provide experimental, technical and web operation support directly to the Psychology Department. The team augment the support provided centrally by other Professional Services such as Information System Services (ISS) and the library.f Where necessary, they setup and run extra services which are needed specifically by Psychologists.

Your contact with the team will be through a variety of routes. You will meet the team when using facilities such as the teaching laboratory or i-Zone. Additionally, all teaching rooms within the Psychology Department are equipped with data-projection and other multimedia equipment. The Psychology Department’s intranet plays an important part in keeping you up to date with developments within the Psychology Department. Much of your taught material will be distributed through this medium.

To make the best use of innovative teaching technologies, the intranet links you directly to your personal ‘portal’ which is a configurable interface to all the Psychology Department and University information and systems that you will require during your stay with us. Depending on your personal research interests in your final year of study you may require software to be written, or an experiment generator configured, to enable you to collect and/or analyse data. This could be, for example, a game simulator which is driven by psychological principles, a web-based questionnaire, or a series of stimuli which are designed to evoke physiological responses to be recorded by other laboratory equipment.

Between them, the team have skills in:

* web programming & design software development hardware maintenance.
* electronic design and construction mechanical construction.
* systems engineering digital media production.

If you need help, the Psychology Department’s intranet is the first resource for answering frequently-asked-questions. It has a Knowledge Base and a News Feed which between them can normally provide the answer to any problem which is affecting a large number of people. If the help you require cannot be found there, there is a Technical Help Point (ext. 28528) which is staffed during teaching hours.

In the wider University you can expect:

* Library facilities – and an early induction to the library and its facilities. A small subject specific library is also maintained within the Psychology Department.
* Blackboard, a web based medium accessible from all computer points on the campus and, by arrangement, from homes to support learning.
* Sports and recreational facilities that are open to all registered trainees.

## 10.19 Health and Safety

The University guidelines should be noted. Staff and trainees have a duty to co-operate to enable the University to comply with the law and to ensure that the workplace is safe for everyone. They must consider health and safety in all their activities and use the control measures identified by risk assessments. In particular, all reasonable steps must be taken to ensure personal health and safety, as well as that of others. During the course of their work, if any member of the University becomes aware of any hazard, or any situation arises for which they have not been trained, they should inform their manager or supervisor so that appropriate corrective action can be taken.

Trainees should ensure that they have followed the guidance provided by their placement local authority and health and safety guidance given by schools. Trainees have a duty to inform their placement provider of any health and safety issues of which they made need to be aware and for which a risk assessment may need to be undertaken.

**NB:** In particular, direct work with children and visits to clients’ homes need special attention, and the advice and guidance of local authorities should be sought during placement learning.

The University statement of Health and Safety Policy Statement and Management System, which defines commitment, governance, responsibilities, and management of health and safety is available [here](https://www.southampton.ac.uk/assets/imported/transforms/content-block/UsefulDownloads_Download/8FCDE8D9AA104148806154F715F0F2D6/HS-Policy-MS-2.pdf)

The Faculty’s Health and Safety Local Arrangements document is available [here](https://sotonac.sharepoint.com/teams/FELS_HS_LOCALINFO)

Trainees are responsible for the safety of all equipment bought into the University. In particular, all electrical items, e.g., computers, laptops, mobile phone chargers etc. must be safe to use in the UK. Electrical equipment should be checked regularly for any obvious sign of damage, and not used if it is damaged. Obvious examples of damage are cracked cases/plug tops and cuts to electrical leads. If further advice on the safety of equipment is needed, please contact your tutor or supervisor, or Faculty Safety Officer, in the first instance.

**Section 11 – Appendices**

**Appendix 1: Health and Care Professions Council (HCPC)**

* 1. [HCPC](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/1.1-Health-and-Care-Professionals-Council.docx)

**Appendix 2: Programme Summary**

* 1. [Programme Overview](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/01/2.1-Programme-overview-2021-2022.docx)
  2. [Marking Grid](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/02/Marking-Grid-2021-2022v1.docx)

**Appendix 3: University of Southampton Academic Conventions**

* 1. [Postgraduate Research Supervision Agreement](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/3.1-Postgraduate-Research-Supervision-Agreement.docx)
  2. [Doctoral Thesis Research Budget Sheet](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/11/3.2-Doctoral-Thesis-Research-Budget-Sheet-2021-2022.docx)
  3. [Doctoral Thesis Progress Report](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/11/3.3-Doctoral-Thesis-Research-Progress-Report-Year-3-Autumn-2020.docx)

**Appendix 3: University of Southampton Accountability**

* 1. [Tutorial Planner](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/3.5-Tutorial-Planner-2021-2022.docx)
  2. Performance Review
     + Year 1 Mid-year Review and target setting
     + Year 1 [Appraisal Form](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/02/3.6-Appraisal-Form-Year-1-Final.docx)
     + Year 2 [Appraisal Form](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/02/3.6-Appraisal-Form-Year-2.docx)
     + Year 3 [Final](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/Exit-Interview.docx) Appraisal and Review (FAR) Form
  3. [Using Social Media](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/3.7-Using-Social-Media.docx)

**Appendix 4: Assessment feedback forms**

Academic

* 1. Year 1 [Essay](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/03/4.1-Essay-Feedback-Form-2021-2022.docx)
  2. Year 1 [Evidence Based Practice Assignment](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/05/4.2-Evidence-Based-Feedback-Form-2021-2022.docx)
  3. Year 1 [PBL Critique](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/PBL-Critique-Feedback-Form.docx)
  4. Year 2 [Academic Critique](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/05/4.4-Academic-Critique-Feedback-form-Year-2-2021-2022.docx)

Placement

* 1. Year 1 [Reports of Casework (ROC)](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2022/05/4.3-ROC-Feedback-Form-Year-1-2020-2021.docx)
  2. Year 2 [Service Report and Commentary (RAC)](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.6-RAC-Feedback-Form-Year-2-2021-2022.docx)
  3. Year 3 [Casework Viva](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.7-Casework-VIVA-Feedback-Form-Year-3-2021-2022.docx)
  4. Year 1 [Practical Work File](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.8-Practical-Work-file-Feedback-Form-2021-2022.docx)

Year 2 [Practical Work File](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/Practical-Work-File-Year-2.docx)

Year 3 [Practical Work File](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/Practical-Work-file-Year-3.docx)

Research

* 1. [Small Scale Research Project](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.9-Small-Scale-Research-Project-Feedback-2021-2022.docx)
  2. [Research Project Planning Sheet – Quantitative](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.10-Supervisor-Dissertation-Proposal-Feedback-Form-Quantitative-2021-2022.docx)
  3. [Research Project Planning Sheet – Qualitative](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.11-Supervisor-Dissertation-Proposal-Feedback-From-Qualitative-2021-2022.docx)
  4. [Dissertation Proposal Programme Review](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.12-Dissertation-Proposal-Feedback-Form-2021-2022.docx)
  5. [SSRP/DUE: Supervisor Review](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.13-SSRP-and-DUE-Supervisor-Review-2021-2022.docx)

Resubmission

* 1. [Assignment Resubmission Form](https://www.efolio.soton.ac.uk/blog/dedpsych-academichandbook/files/2021/12/4.14-Assignment-Resubmission-Form-2021-2022.docx)

**Appendix 5: Additional Documents**

5.1 Work file Sharepoint guidelines

5.2 Guidelines on the preparation and submission of the Thesis Proposal

5.3 A guide for structuring Academic Critiques flowchart

1. In Kelly, B.; Woolfson, L. and Boyle, J. (2008) Frameworks for Practice in Educational Psychology: A Textbook for Trainees and Practitioners. [↑](#footnote-ref-2)
2. This information was taken from United Bristol Healthcare NHS [↑](#footnote-ref-3)
3. The Practical work file in Year 1 will contain the teaching intervention report and the field tutor report on Practical Experience and is formatively marked in Year 1 [↑](#footnote-ref-4)
4. This module spans two years as it includes the thesis completed in Year 3 [↑](#footnote-ref-5)
5. Reflective Grid – this forms part of the work file assessment [↑](#footnote-ref-6)
6. DUE Portfolio consists of 4 pieces: poster, draft paper and letter to the editor and a dissemination example [↑](#footnote-ref-7)
7. Casework vivas will be held on 10th, 11th and 13th June 2025 [↑](#footnote-ref-8)
8. the exception being over the summer when assessments handed in in July are returned at the start of September. [↑](#footnote-ref-9)
9. For example, they might have described the ethical issues arising from their choice of assessment in section 5; in this case, they would not need to repeat the information again in the reflection. [↑](#footnote-ref-10)
10. Note that these regulations have yet to be updated with the new term, “Academic responsibility and conduct” and still use the previous term “Academic integrity”. [↑](#footnote-ref-11)