Academic Programme Engagement Policy	
Applies to:	**Faculty of Health, Social Care & Medicine/Applied Health & Social Care and Social Work** This policy applies to: ***BA(Hons) Social Work*** ***MA Social Work*** ***PGDip Social Work (Step Up to Social Work - DfE funded)*** ***MNSW (All fields)***
Policy owner:	Head of Department: Dr S J Hothersall (hotherss@edgehill.ac.uk) 01695 657331
Effective from:	September 2020

Engagement requirements

Timetabled teaching sessions and other individual and small-group meetings and fora are an essential part of the student learning experience and success.

The Department expects all students to:

- attend all timetabled teaching sessions (both face-to-face and online);
- engage with online resources and both synchronous and asynchronous delivery of teaching material as determined by reference to the timetable and/or other negotiated/amended arrangements;
- complete learning tasks and submit assessments within published timescales/deadlines.
- attend and record as required all University Placement Days (Skill based) (min. 30 days)
- attend and record as required all placement-related activities and days (± 170)
- attend/engage with all individual/other sessions with academic staff/peers/placement staff as requested/agreed

All programmes listed above are subject to the requirements of the current regulatory body, Social Work England (SWE) and all students must meet their Professional Standards - https://www.socialworkengland.org.uk/standards/professional-standards/

Any students studying under Tier 4 would be expected to comply with all necessary requirements pertaining to their visa.

Attendance monitoring patterns

All teaching sessions/placements will be monitored for attendance.
Student attendance will be reviewed fortnightly, with emphasis

- at the start of the programme; and
- immediately following extended breaks where students have not been regularly attending e.g. following Easter, half-term and summer vacations, or after an assessment week and during and following a placement.

Attendance at face-to-face sessions and online synchronous delivery will be recorded via Qwickly, and engagement with online materials is subject to tracking and will be monitored.

Patterns will be monitored across the whole programme during each semester and in each module during its duration.

Any concerns regarding attendance and engagement will be fully considered in the context of each student's unique circumstances but may be additionally regarded as a breach of professional standards and could be considered under Fitness to Study Procedures [Appendix 16] and/or Fitness to Practice Procedures in some cases [Appendix 17]. In all such circumstances, personal tutors will contact/meet with students [Progress Support Meeting] to discuss their situation and develop a proportionate action plan which will be reviewed regularly.

Trigger points for each non-engagement level

Following review, the programme team may view a student's attendance and engagement to be below expectations based on the three broad levels listed below:

Level 1 - Engagement concern:
> One or more consecutive weeks of absence and/or non-engagement with learning activities/ formative tasks; or less-than-satisfactory attendance/engagement across the programme or in any one module/placement.

Level 2 - Sustained non-engagement:
> No response to Level 1 concern email, or lack of progress with actions agreed; continuing concerns regarding less-than-satisfactory attendance/engagement across the programme or in any one module.

Level 3 - Significant non-engagement:
> Lack of progress with actions agreed at Level 2; attendance and/or engagement continue to be below expectations or have deteriorated; assessment deadlines have been missed; significant non-attendance/engagement on placement.

All of the above reasons for concern (for each level) *are indicative <u>and not</u> exhaustive.*

In those instances where non-engagement is immediately identified to be sustained or significant, the department Level 1 and/or 2 may be bypassed.

Process for student reporting absence

The Department understands that students may face difficulty in attending all sessions, and as such recognises that there will be cases of both planned and unplanned absence.

As a matter of courtesy, you are encouraged, wherever possible, to let us know if you are unable to attend your sessions.

You can notify us by emailing at: AskAHSW@edgehill.ac.uk
Please include the module code for each missed session and a rationale for the absence.

Any absence from placements must be reported as above, but the student should also contact their designated supervisor and/or their line manager and follow the relevant agency protocols. Absence from placements will require those days to be made up in order to meet SWE requirements.

Process for assessing programme engagement

Programme teams will meet fortnightly to review student attendance and engagement information. The Department Administration Managers will be responsible for ensuring all required data will be made available to the programme team.

Information reviewed may include (but not limited to):
- Attendance at timetabled teaching sessions, including placements;
- Meetings with their personal tutor/ project or placement supervisor;
- Engagement with the online learning resources and formative/other learning tasks;
- Submission of coursework and/or attendance at an examination.

For students with continuing attendance/engagement below the expectations, additional information considered may include:
- Student attendance to Progress Support Meetings (PSM);
- Engagement and progress with previously agreed action plan(s) aimed to support re-engagement;
- Disclosure of personal/health circumstances impacting on attendance/engagement.