

PebblePad Walk Through – Placement Office Requirements

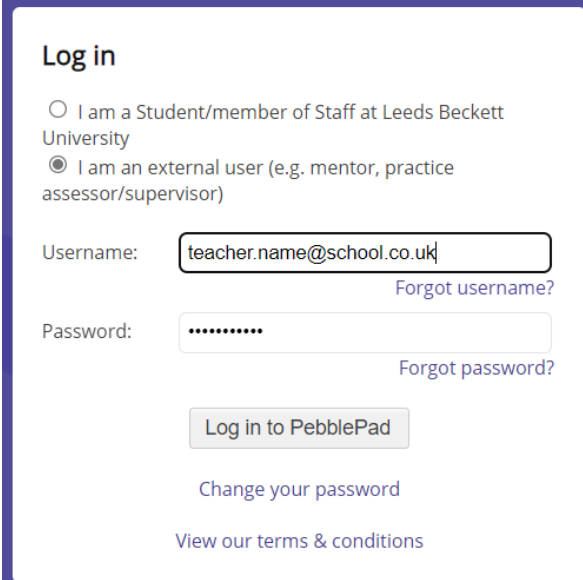
At Leeds Beckett University, we use PebblePad to monitor and record our student teachers' progress on their assessed placements. PebblePad is an online workbook that you will have access to, and will need to update at certain points during the placement. The workbook is used by the student, you the mentor, the Link Tutor and the Placement team.

In order for the student to successfully demonstrate their progress, we ask that you complete the sections required, shown below. At the placement team we have a particular focus on the Progress and Final Review pages, however there are a couple of other pages that also need to be updated by the school-based mentor.

(Please be advised that the students' engagement with PebblePad is essential and will be monitored by the Link Tutor throughout the placement.)

Getting Started.

1. Your Student Teacher should have already sent us your full name and email address so that we can add you to the workspace. (New users will receive an email confirming that an External User Account has been set up, please follow the link in the email to create a password.) You will receive an email confirmation that you have been added you to the workspace, and another when the student shares their workbook with you.
2. Access PebblePad here <http://pebblepad.co.uk/leedsbeckett/>
3. To log in you should select 'I am an external user' button and use your school email address and your PebblePad password (you can reset this by clicking the 'Forgot Password' button.)



Log in

I am a Student/member of Staff at Leeds Beckett University

I am an external user (e.g. mentor, practice assessor/supervisor)

Username: [Forgot username?](#)

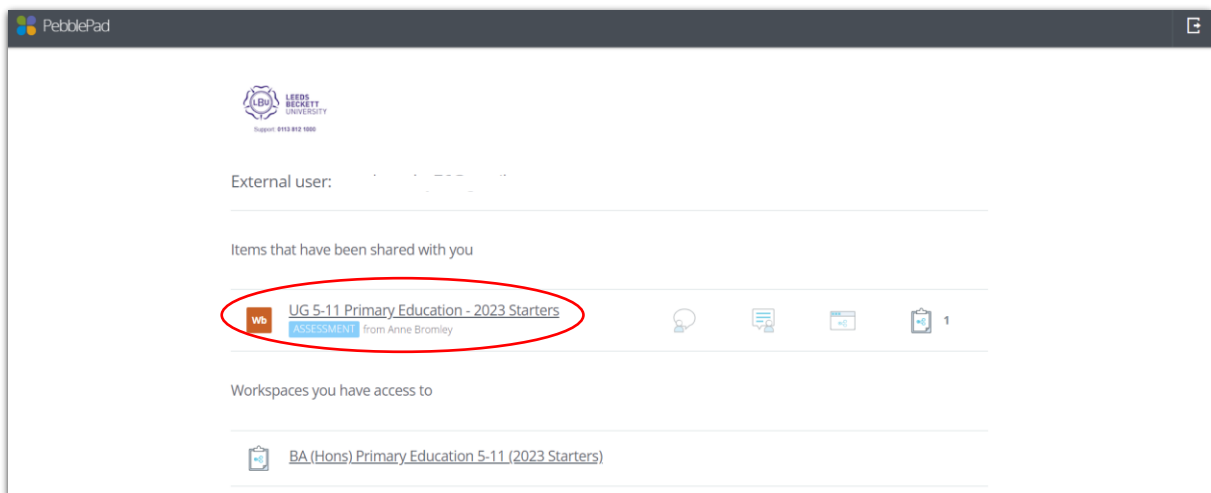
Password: [Forgot password?](#)

[Change your password](#)

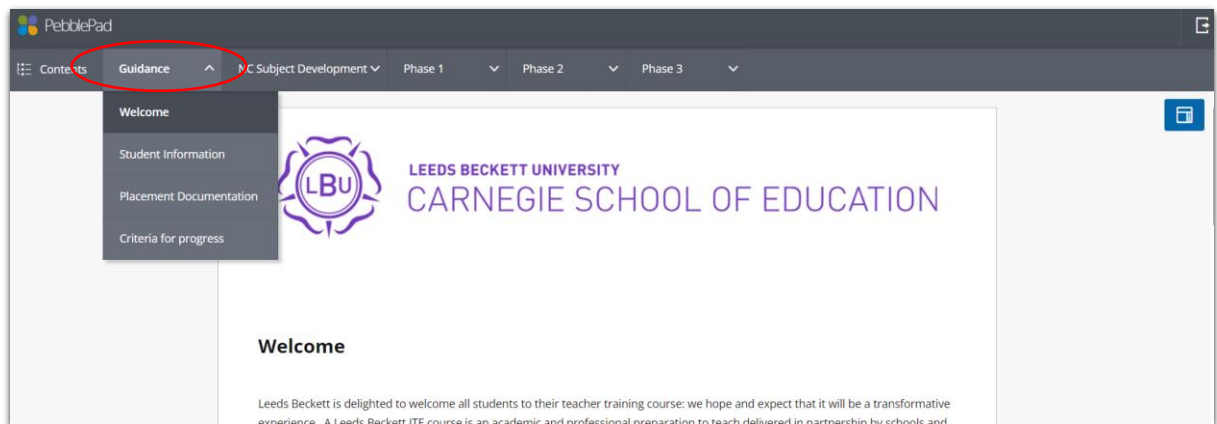
[View our terms & conditions](#)

If you cannot proceed at this point, or you have not received the email notifications that you have been added to the workspace/your student has shared their workbook, please ask the student to check the details with the Placement Team.

4. Your home screen will look like this and should show the student's workbook -



5. Please do take an opportunity to read the Guidance tab which includes information about the course in the Welcome page and information about the student in the Student Information page. You can also see the documentation that we ask our students to work with on placement. There is also a section about our 'Criteria for Progress' for our students throughout their course.



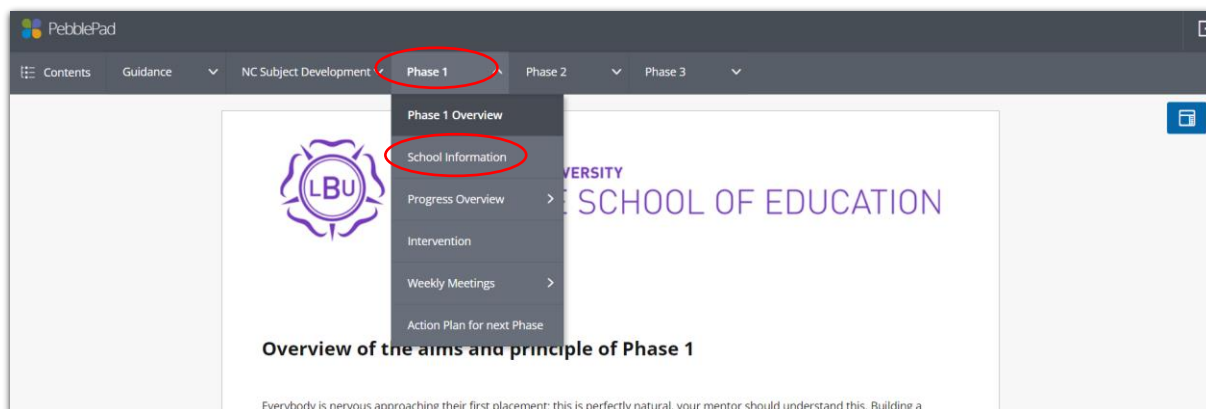
6. Depending on the course the student is on, you will see tabs titled:

- Subject Development
- NC Subject Development
- EYFS Subject Development

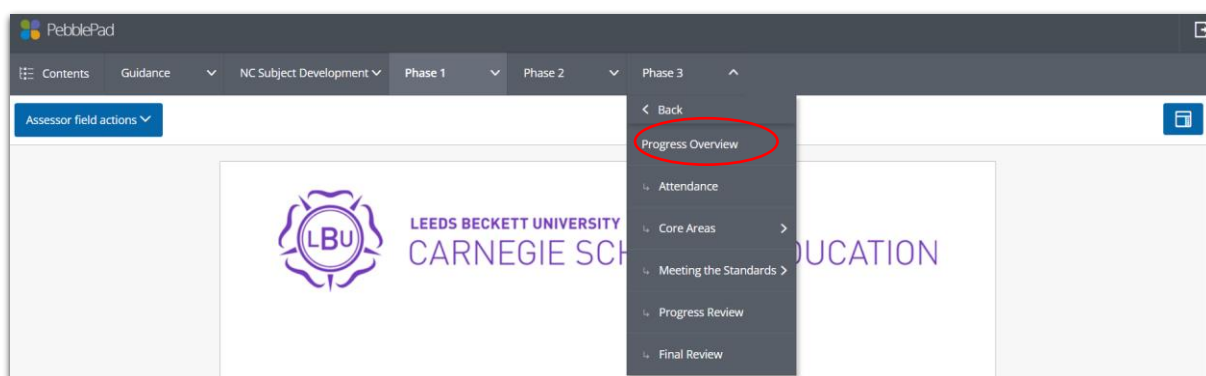
You do not need to action anything in these tabs, but you will be able to see an overview of each subject and how/what is being taught at university. This will help you to understand the student's curriculum and their role in supporting its delivery and practice. There is also a section for the student for complete about their own subject knowledge development at university. This is reviewed by the student's personal tutor periodically.

Completing the workbook

Once the student starts their placement with you, you should select the relevant 'Phase' they are attending. Each Phase has an overview of the expectations of the placement with a checklist for the student to complete. They should also complete the School Information page.



7. In the Progress Overview page, there are several further tabs –



Attendance - The Student completes their attendance log weekly

Core Areas - These are our 5 main areas of assessment and are linked to the Teacher Standards. Each area has a table which you can complete to demonstrate if your student is making the required progress.

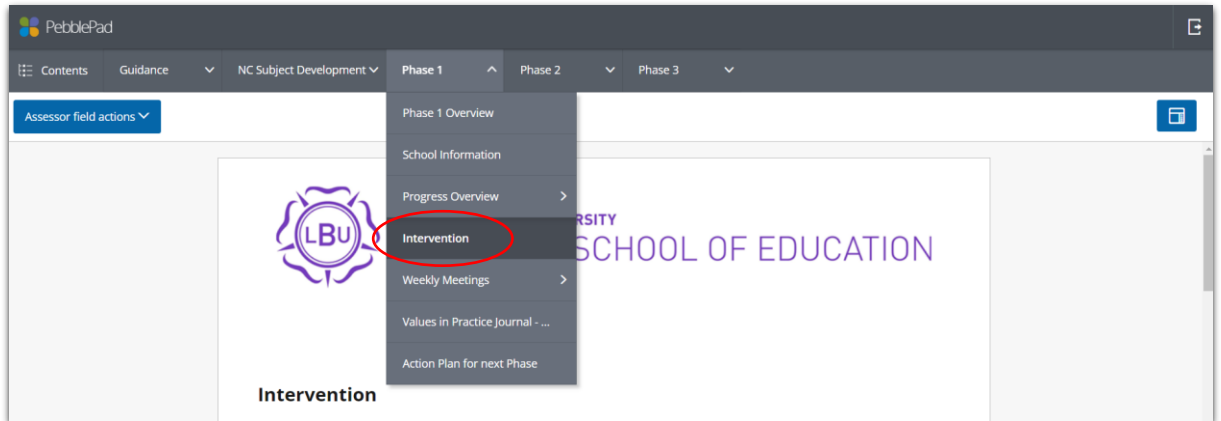
Meeting the Standards (For UG phase 3 and PG phase 2 only) – These are the DfE Teachers' Standards that need to be met for a student to be awarded QTS. By the Final Review, each of these needs to be ticked to say the student has met the standard, and part 2 completed with comments by you as their Mentor.

Progress Review – This review takes place with the Link Tutor around half way through the placement and is an opportunity for reflection and additional target setting if required (see point 8 for further information about Intervention). We ask that this section is completed in full at the Progress review meeting.

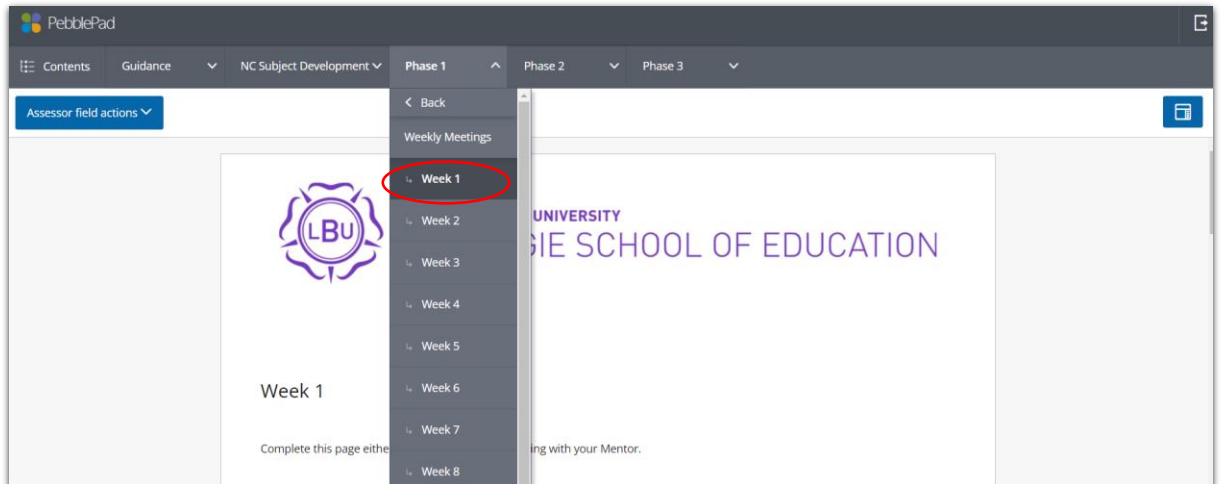
Final Review – This review takes place towards the end of the placement at which point the student should be able to demonstrate the required progress on all Core Areas. There is a section for comments from the Mentor, Link Tutor and Student, and we would ask you to

confirm attendance on this page too. The Final Review is taken to a panel for confirmation so it is important that this section is complete.

8. Intervention – Should you, or the Link Tutor conclude that the student requires a Support Plan, this will be created in partnership and the student should upload the Support Plan here.



9. Weekly Meetings – We ask that you meet formally with the student weekly if possible. This section is to be completed by the student but there is a section for 'Mentor Comments' at the bottom of the page.



Following these instructions should ensure that all the requirements (from the Placement Office) are met. If you have any further questions please check in the Library Guides [HERE](#). Please remember that the Link Tutor should be the main point of contact about the content of the workbook. If you are experiencing access issues please contact the Placement Team at carnegiepartnerships@leedsbeckett.ac.uk

For further technical support please contact the Library team [HERE](#).

Please find below a table that provides an overview of what your student and you need to complete on PebblePad during their placement.

Location in Pebblepad	Mentor action	Student action
Guidance > Student Information	No action necessary.	Add your details.
Subject Development > Subject > Subject Overview	Can check for information of the student's curriculum, the relevant research base which informs it, and your role in supporting its delivery and practice.	No action necessary.
Subject Development > Progress	No action necessary.	Complete the Audit Scores and Action Plan for each subject.
UG Phase 1-3 and PG Phase 1-2 > School Information	No action necessary.	Complete details and tick boxes, for example, on safeguarding in the first week of placement.
UG Phase 1-3 and PG Phase 1-2 > Progress Overview > Attendance	Verify the accuracy of the attendance record by the end of the placement in the Final Review.	Complete your attendance record daily.
UG Phase 1-3 and PG Phase 1-2 > Progress Overview > Core Areas	<p>Review these with your student each week covering each of the strands of the five areas. Complete each table with:</p> <ul style="list-style-type: none"> • Not making expected progress • Making expected progress • Made expected progress • Exceeding expected progress (final placement only) <p>All tables must be completed by the end of placement with a mentor comment</p>	Upload evidence for each of the five sections as you go along, this should be complete by the end of placement.
PG Phase 3 and UG Phase 2 > Progress Overview > Meeting the Standards	By the Final Review meeting, tick 'Yes' for each of the Teachers' Standards and complete the comments in Part 2.	Upload one piece of evidence for each of the 8 Teachers' Standards before the Final Review Meeting.
UG Phase 1-3 and PG Phase 1-2 > Progress Overview > Progress Review	Complete the table, strengths, areas to work on and comments before the Progress Review visit. You can 'save and hold' your entry so only you and the Link Tutor can see this prior to the meeting – you can then 'save and release' later.	Add a comment after the Progress Review has taken place.
UG Phase 1-3 and PG Phase 1-2 >	Complete the attendance verification, Final Review table,	Add in the number of days you have attended the placement. Add a comment

Progress Overview > Final Review	strengths, areas to work on, subject development table for your phase and comments before the Final Review meeting. You can 'save and hold' your entry so only you and the Link Tutor can see this prior to the meeting – you can then 'save and release' later.	after the Final Review meeting has taken place.
UG Phase 1-3 and PG Phase 1-2 > Weekly Meetings	Complete the week 1 Mentor self-audit. Add a comment to each weekly meeting record. Complete one weekly observation of your student (a colleague can also do this) on the Word document lesson observation form.	Record the conversation you have with your Mentor: record the weekly meeting information, including the date, a review of targets, reflections, your weekly observation, and targets for the next week.
PG only Values in Practice Journal	No action necessary.	At key junctures in the course, you will be instructed to complete a reflective journal post for your Values in Practice Journal.
UG Phase 1 – 2 and PG Phase 1 > Action plan for the next phase	No action necessary.	Complete this with your Personal Tutor.
UG Phase 3 and PG Phase 2 > ECT Transition	No action necessary.	Complete this with your Personal Tutor.