

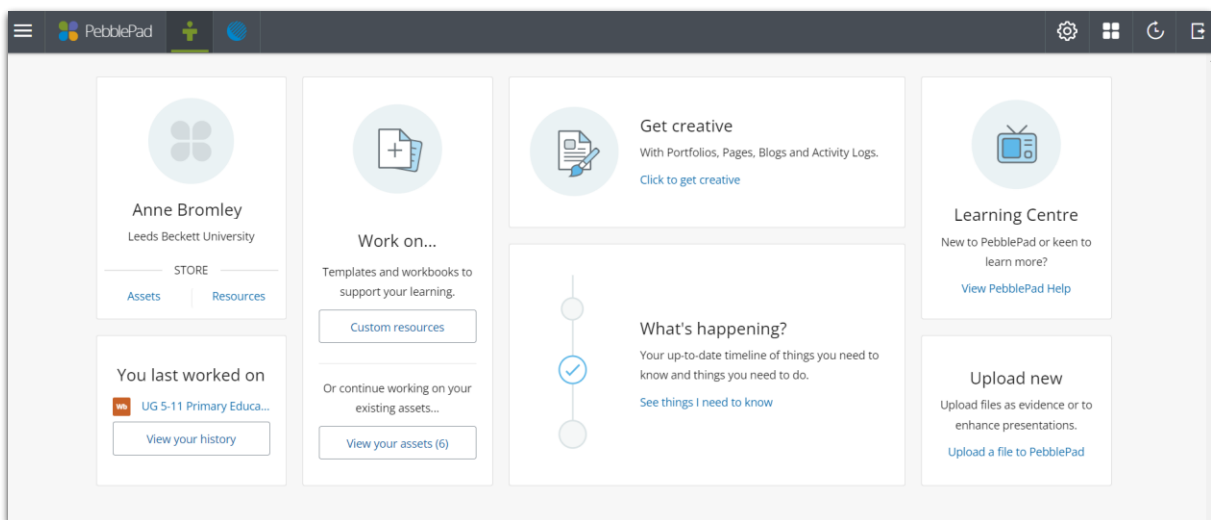
PebblePad Walk Through – Placement Office Requirements

As your academic team will have already discussed, PebblePad is an online workbook that you will use on placement to demonstrate your progress. A number of 'users' will have access to your workbook, for various reasons, including the placement team.

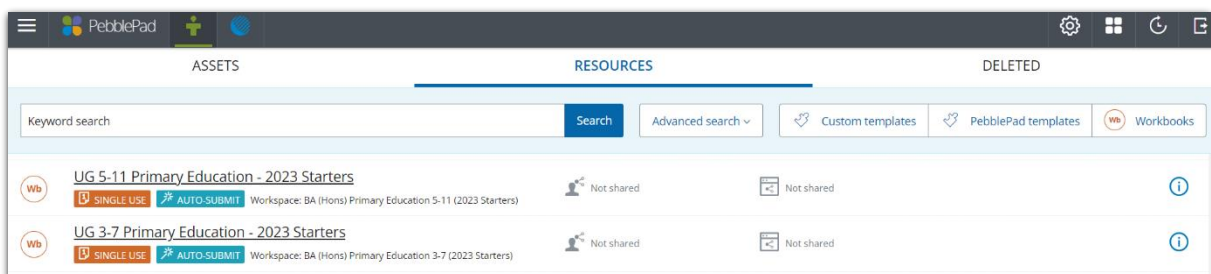
The following are actions that you **MUST** complete for the placement office. Your academic team will ask you to complete other sections, but for the administration of your workbook you must fill in **ALL** of the following – failure to engage with PebblePad will result in you being set a Support Plan during placement which could potentially lead to an unsuccessful placement.

Getting Started.

1. Access PebblePad here <http://pebblepad.co.uk/leedsbeckett/> or via MyBeckett
2. Your home screen will look like this –



3. All trainees need a new workbook for this year. If you haven't yet picked up your new workbook you need to search in Resources for the workbook that matches your course and start year, for example –

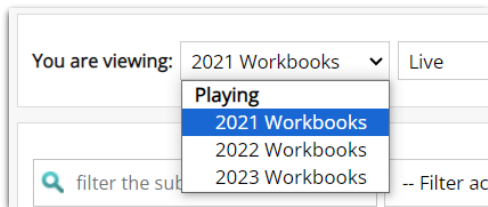


Click on the relevant workbook and save it. Once saved, your new workbook will appear in your assets list for future use.

4. Undergraduate students - You should rename your workbook to correspond with your year of study, eg UG Primary Education 2023 Starters - First Year Workbook. Returning students

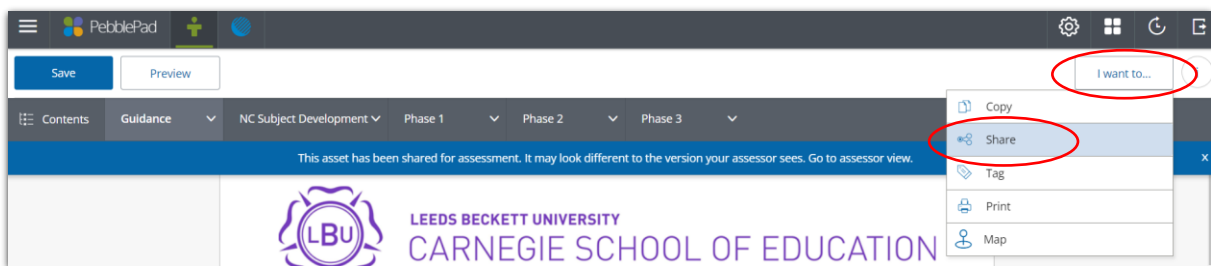
will need to pick up a new workbook for this year and attach your previous workbooks, **see step 5.**

5. RETURNING STUDENTS ONLY (Level 5, 6 and repeating students) – After picking up your new workbook you will need to add your previous workbooks to this new one so that your Mentor and Link Tutor can view your progress. In the Student Information tab scroll down to Additional Support and click Add, Add Evidence, Add an Asset – your previous workbook(s) should be listed so select and click Done – Save. You will be able to see your previous workbooks in the drop-down menu as below:

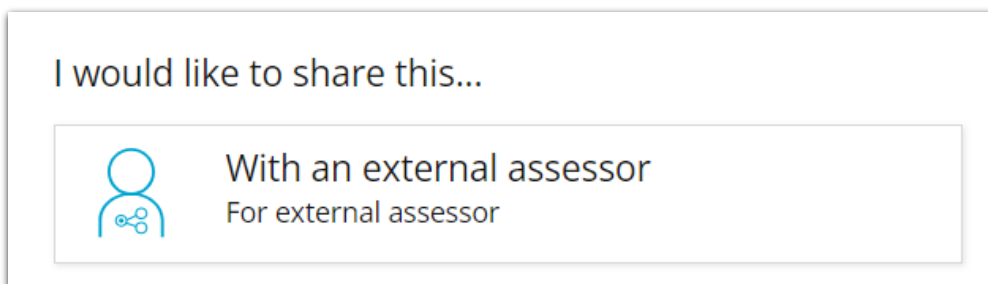


Sharing your workbook

6. IT IS ESSENTIAL THAT YOU EMAIL THE PLACEMENT TEAM WITH THE FULL NAME AND EMAIL ADDRESS OF YOUR MENTOR – without this information we cannot add them to the workspace and you will not be able to share your workbook with them. Your Link Tutor will already be able to view your workbook.
7. To share your workbook with your mentor you must open your workbook and click on the 'I want to' box in the top right of the screen.



Click on 'Share', then 'With an External Assessor'



Enter your Mentor's email address and search – if they have been added to the workspace their name should appear – select them. You should leave the date blank. Then select Share Asset.

IF YOUR SEARCH DOES NOT BRING UP YOUR MENTOR'S NAME CONTACT THE PLACEMENT OFFICE STRAIGHT AWAY AS THIS MEANS THEY HAVEN'T BEEN ADDED TO THE WORKSPACE. If you try alternative ways to add their details you will corrupt your workbook.

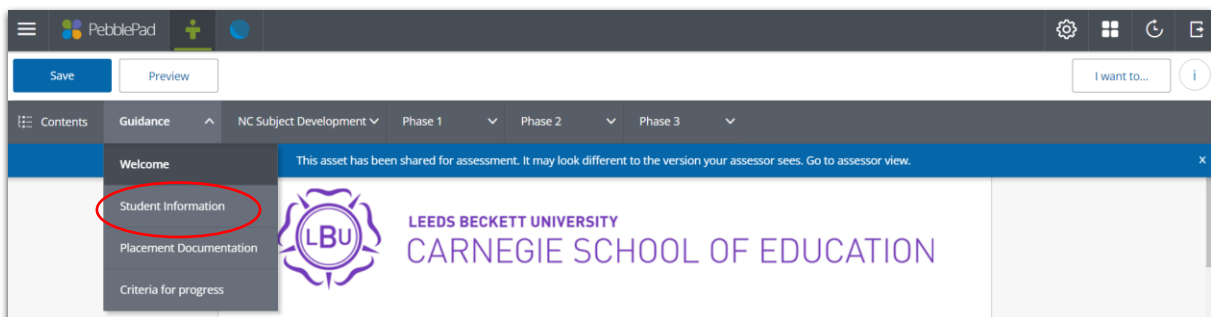
Who am I sharing this with?

Search for your external assessor by entering their full email address in the field below.

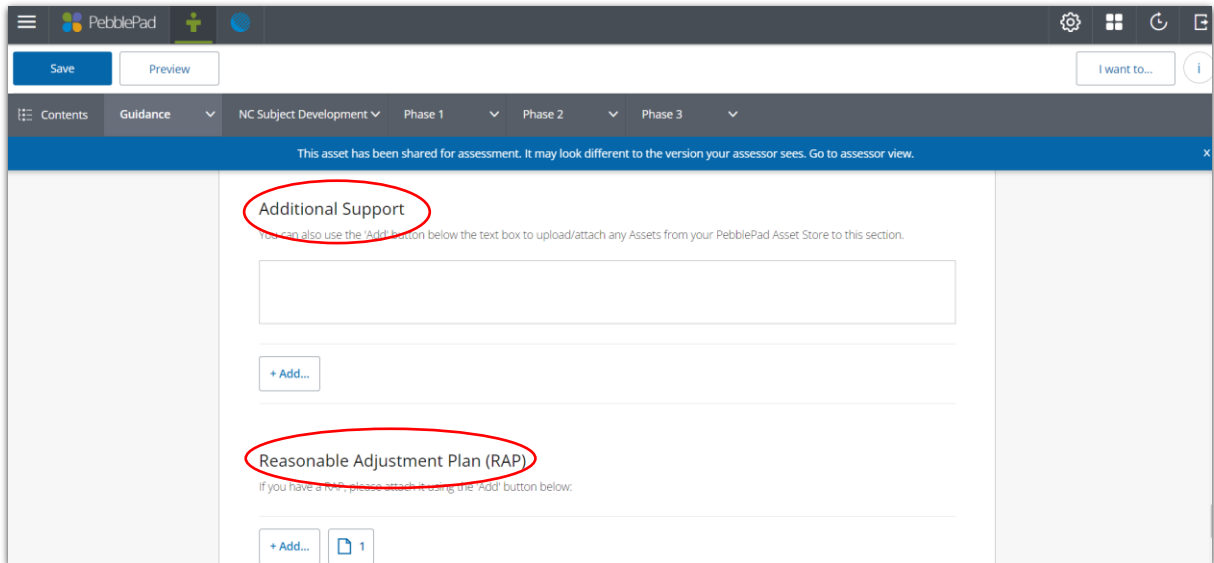
No external user was found with that email address

Completing your workbook

8. Under the guidance tab on the main page, you MUST complete the Student Information Section in full. Your Mentor will be able to see this information. Here you will add information about yourself, a summary after each placement.

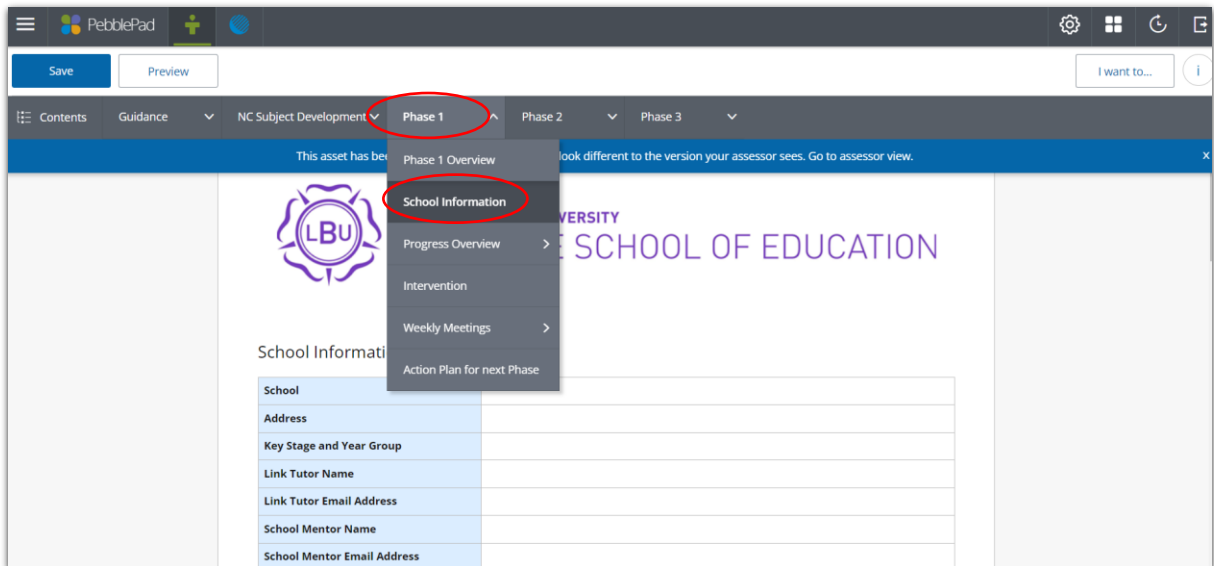


Here you can add your RAP if you are planning on sharing the contents with your Mentor. To add your RAP, firstly upload them into the Assets. In the Student Information tab, scroll down to RAP/Additional Support and click Add, Add Evidence, Add an Asset –select the relevant document and click Done – Save.

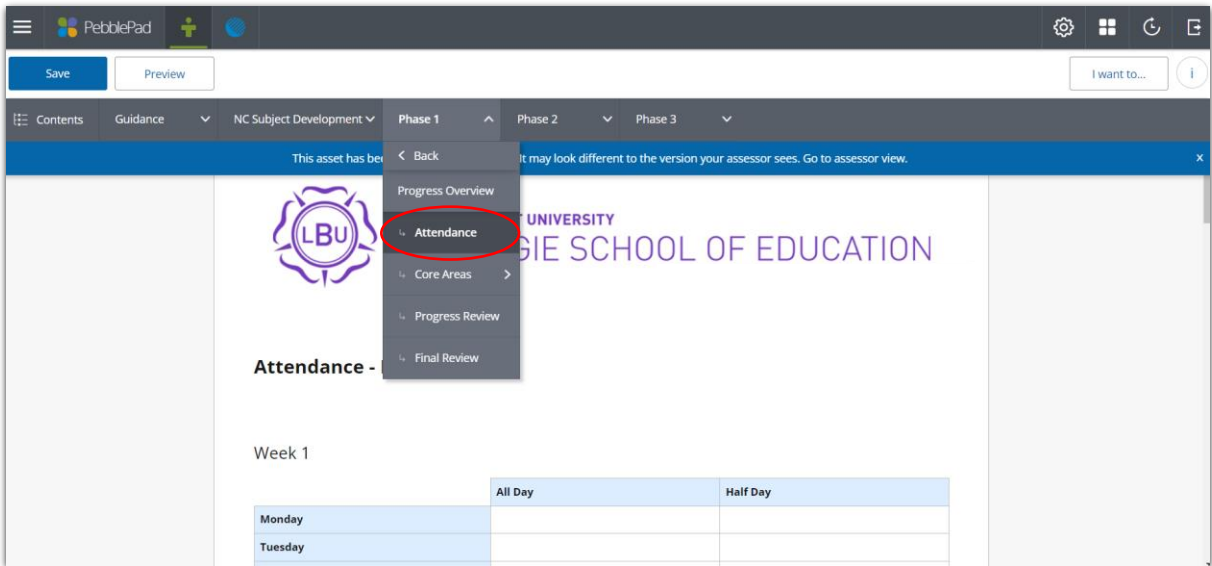


On Placement

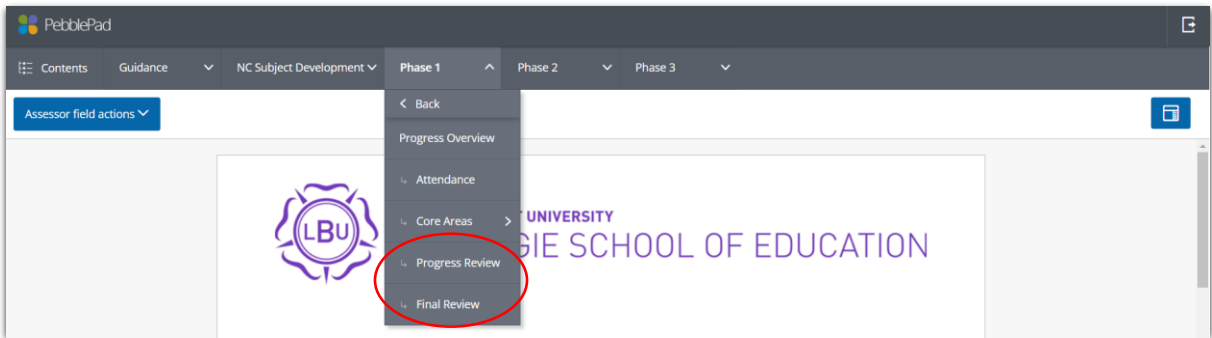
- When your placement school is allocated, select the relevant tab - Phase (1, 2 or 3) and complete the school information details in full. This will help you establish yourself in placement, and includes information about your placement, such as school name, contact details for Link Tutor and Mentor, and Key Stage and Year Group. Your Link Tutor will check this with you.



- Whilst on placement you need to keep a record of attendance. Within the Progress Overview tab you must regularly update the Attendance page (you may be in school for fewer weeks than are in the workbook).

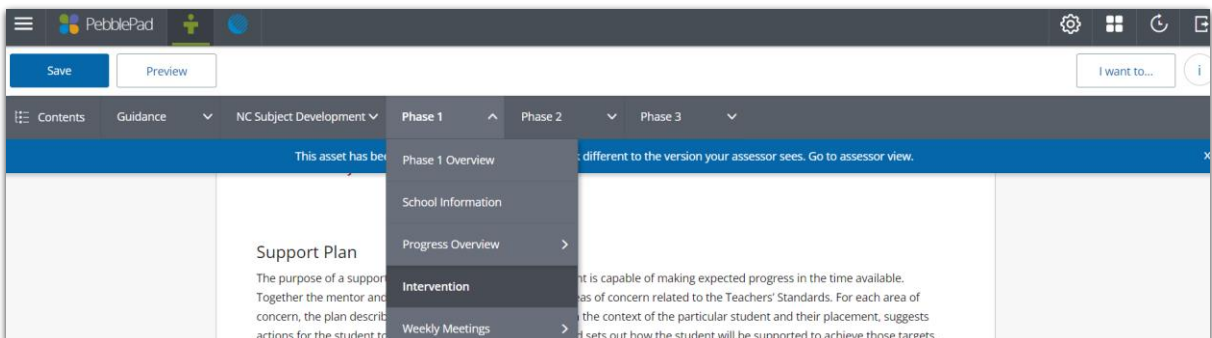


11. Under the Progress Overview tab you will also find the Progress Review and Final Review pages. These MUST be completed before/during your Progress and Final review meetings, and are evidence that your Mentor and Link Tutor are confident in your ability.

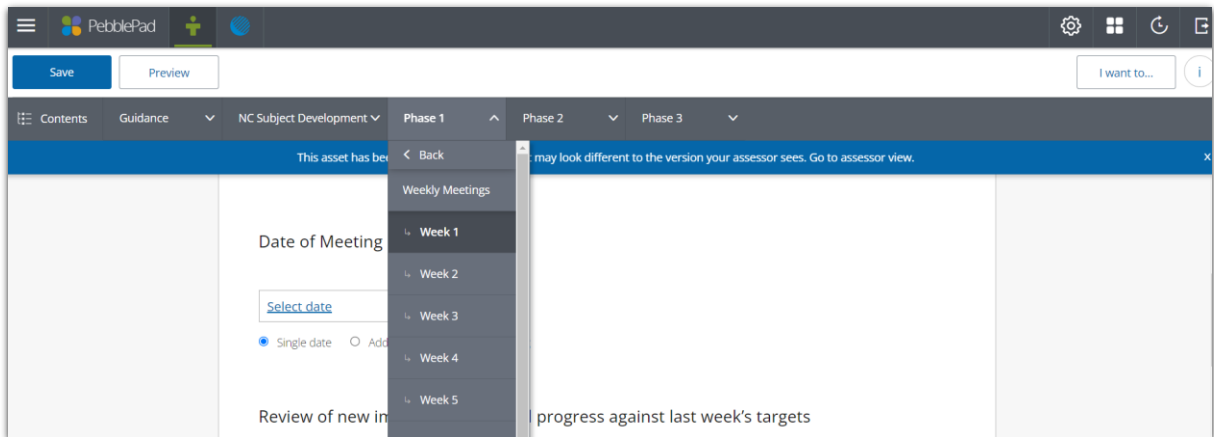


You MUST complete the Student comment in both sections, and the attendance box in the final review. You must also ensure that your Mentor completes their sections in full, using information from the Core Areas tab to complete the progress tick-box section. Your Link Tutor will add their comments here too.

12. If your Mentor/Link Tutor consider it necessary to create a Support Plan for you on Placement, it should be uploaded under the Intervention tab



13. Weekly Meetings – you will meet formally with your Mentor once a week. Each week you need to record the weekly meeting information, including the date, a review of targets, reflections, upload your weekly observation, and add targets for the next week. You need to also ensure your Mentor adds their comments at the bottom of the page each week.



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 or your Mentor are experiencing access issues please contact the Placement Team at carnegiepartnerships@leedsbeckett.ac.uk.

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

The table on the next page summarises what is required to be completed by the Mentor and student on PebblePad during the 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 > Progress Overview > Final Review	<p>Complete the attendance verification, Final Review table, strengths, areas to work on, subject development table for your phase and comments before the Final Review meeting.</p> <p>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.</p>	Add in the number of days you have attended the placement. Add a comment after the Final Review meeting has taken place.
UG Phase 1-3 and PG Phase 1-2 > Weekly Meetings	<p>Complete the week 1 Mentor self-audit.</p> <p>Add a comment to each weekly meeting record.</p> <p>Complete one weekly observation of your student (a colleague can also do this) on</p>	Record the conversation you have with your Mentor: record the weekly meeting information, including the date, a review of targets, reflections, your weekly

	the Word document lesson observation form.	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.