

Using BOS to Complete the UWE Bristol Placement Reports

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Moving to an online form

Feedback from our schools and trainees was that emailing the forms as a submission meant that the form could get lost. Schools and trainees also commented that they were unsure if the report had reached the correct person.

Therefore, in an effort to improve our communication systems and to streamline our processes, we have moved to an online process to gather placement reports.

Benefits:

- Submission times and dates are recorded
- No lost paperwork
- One link to access all the reports – no confusion over which report to use
- Quicker processing of reports will result in a quicker response by UWE for trainees who may need support

How can I access the form?

By clicking on the following link:

<https://uwe.onlinesurveys.ac.uk/uwe-bristol-primary-placement-reports-201819>

What has changed?

The content of the placement report has not changed. Submitting the reports through BOS means that the layout of the form has improved as well as the process of how to submit it.

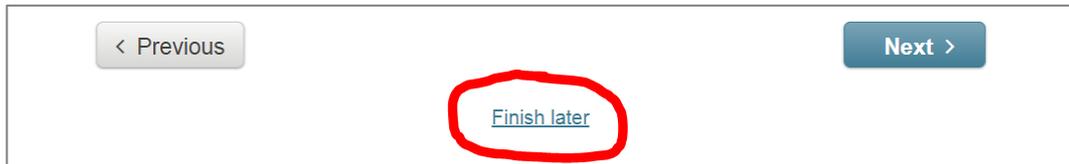
Clarification of absences: we have now included the period of time you need to provide absences for e.g. "How many days in total has the trainee been absent? (for PGCE trainees: from the start of their current placement (A or B), for Undergraduate trainees: from September 2017)"

Comments on each of the Teachers' Standards: From feedback that the form was quite long, we have now paired the Teachers' Standards meaning that there are only four comment boxes to complete for the 8 Teachers' Standards.

Final grading: We have moved the final grade from the top of the report to the bottom. This is due to the fact that you need to use the Training and Assessment Toolkit, 'Grading Rationale', when grading each trainee's practice. This involves using the grades that have been awarded for each Teachers' Standard. Therefore, it makes sense to place this at the end.

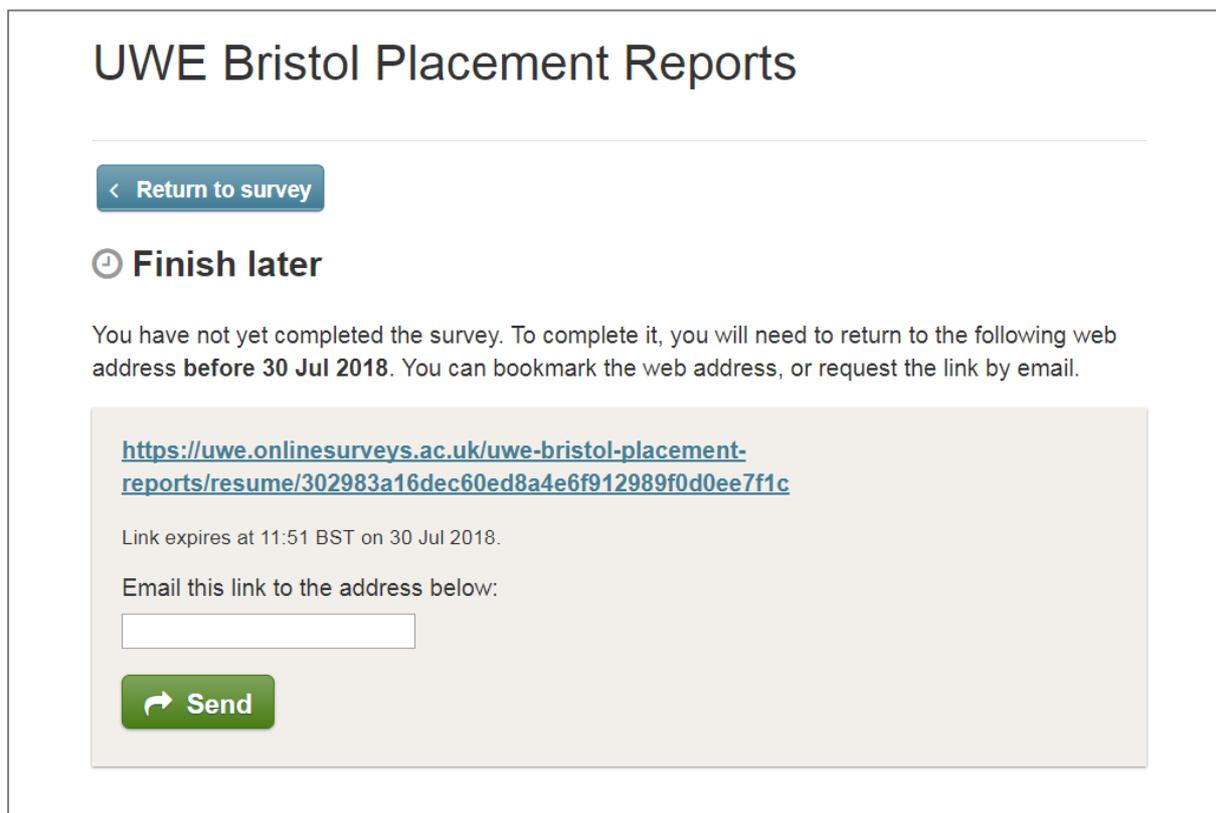
Can I save the report and come back to it?

Yes, at the bottom of each page of the survey, you can click "Finish Later" (circled in red below).



This will then provide you with a URL that you can come back to at any time, with the option to email the link to yourself.

You could use this if a Class Mentor/Subject Mentor wanted to send the report to the Senior Mentor for sign off before submitting the report. Please see screen shot below.

A screenshot of a web page titled "UWE Bristol Placement Reports". At the top left, there is a blue button with a left-pointing chevron and the text "< Return to survey". Below this is a section titled "Finish later" with a clock icon. The text below reads: "You have not yet completed the survey. To complete it, you will need to return to the following web address **before 30 Jul 2018**. You can bookmark the web address, or request the link by email." A light grey box contains a blue hyperlink: <https://uwe.onlinesurveys.ac.uk/uwe-bristol-placement-reports/resume/302983a16dec60ed8a4e6f912989f0d0ee7f1c>. Below the link, it says "Link expires at 11:51 BST on 30 Jul 2018." and "Email this link to the address below:" followed by an empty text input field. At the bottom of the box is a green button with a right-pointing chevron and the text "Send".

How to save a copy of the report once submitted

Once you submit the report, the final page of the survey allows you to save your responses. You **MUST** do this so that your school and the trainee have a copy of the report.

Please note that you only have 15 minutes to save your responses once you submit the report. Please do so IMMEDIATELY after completing the report.

How to save the report

1. If you click on "My responses" circled in red below, this will allow you to see the report submission.

UWE Bristol Placement Reports

100% complete

Thank you

Download my responses

You have 15 minutes to view this data

 [My responses](#)

Thank you for taking the time to complete this report.

Your feedback will be used to track the trainee's progress over time and their attainment overall.

Please save a copy of this report and share it with the trainee.

The reports will be collated and sent to UWE Tutors for their information; please wait to be contacted by them, if there is anything to be followed up as a result of your report.

Powered by BOS | Copyright | Survey contact details

2. Then click on "download as PDF" (circled in red below). This will create a PDF copy of the report that you can download, save and email to your trainee's UWE email address.

UWE Bristol Placement Reports

Response ID	Completion date	
302983-302975-27230060	24 Nov 2017, 13:24 (GMT)	 Download as PDF

Placement school/setting name	Example School
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Name of mentor completing the report	Test Mentor
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Email address of mentor completing the report (please use your school email/domain, we cannot use personal emails)	test@testing.ac.uk
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Trainee's full name	Test Trainee
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Trainee's UWE student ID number	12345678
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What if I did not save my responses in time?

Please email partnership@uwe.ac.uk with the subject as "unsaved report submission".

Please include your trainee's name, UWE Student ID number, your school's name and the report type you completed (e.g. PGCE Primary Block A) in the body of the email.