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1. **Who do I contact if I have questions about practice educator training for allied health professionals at Canterbury Christ Church University?**

All enquires should be directed to the booking team via email at Email: Health.yourbooking@canterbury.ac.uk. The team will address your enquiry or forward to a member of the placement team if necessary.

1. **Is there a cost for this training?**

The training offered is free to delegates, but it does result in a cost to the University and there is an expectation that all delegates are being trained with a view to making an offer for a student placement within 12 months of the training taking place. If you do not intend to make an offer for a placement you don’t need to attend the training course.

1. **What training do I need to become a practice educator for pre-registration Allied Health students at Canterbury Christ Church University?**

Practice educators are required to complete appropriate training delivered by Canterbury Christ Church University to ensure that the validation requirements of the pre-registration education programmes are met.

1. **What’s the difference between the full day course and the half day course?**

The full day practice education course is for those practitioners who are new to supervising students on placement, or if they have not previously supervised Canterbury Christ Church AHP students. A handbook accompanies the full day training course and this can be downloaded from the relevant web page.

If Practice educators have completed the initial training course and previously supervised pre-registration allied health students, the half day update training session is suitable. Practice educators are advised to attend update training annually.

***Both courses are currently being delivered virtually.***

1. **I will be mentoring an apprentice in my work setting, will these courses prepare me for that role?**

No, this course is specifically designed to inform and prepare Occupational Therapy practitioners who will supervise students and apprentices during fixed block placement periods, for a duration of several weeks. Contact the Occupational Therapy Course Director for details of training available for apprentice workplace mentors, who provide support throughout the period of study.

1. **When are the training courses taking place?**

Dates for all practice education training courses for the academic year are published on the practice educator web page. Enquiries about available spaces should be directed to Email: Health.yourbooking@canterbury.ac.uk.

1. **What do I do if I am not available for any of the published course dates?**

Send an enquiry to the booking team at Email: Health.yourbooking@canterbury.ac.uk

1. **How do I book a place on one of the courses?**

Complete the booking form accessed via the link on the practice educator web page. Please ensure that you complete all required fields. The complete form should be sent via email to the booking team at Email: Health.yourbooking@canterbury.ac.uk

1. **What if my availability changes and I need to cancel my booking?**

If you need to cancel a confirmed booking for practice educator training, please contact the booking team at Email: Health.yourbooking@canterbury.ac.uk. Please give as much notice as possible so that the vacated booking can be offered to another delegate.

1. **Where are the courses delivered?**

**All practice educator courses are currently being delivered virtually**.

1. **How do I access the courses if they are delivered virtually?**

Once your booking has been confirmed by the booking team, an invitation will be sent via email 24-48 hours prior to the booked session. This email will contain a link to access the virtual course. Delegates are advised to check that the link works and contact the booking team if there are any issues via Email: Health.yourbooking@canterbury.ac.uk.

1. **Do I need to do anything before I attend the training?**

The course facilitator will send an email with details of any preparation or materials needed prior to the course to all delegates confirmed by the booking team.

1. **Where can I find more information about practice educator training before I attend a course?**

Each organisation and trust that offers placements to Canterbury Christ Church University will have an appointed Placement Coordinator who can provide relevant information. Additional information can also be found on the Canterbury Christ church website and specific enquiries can be sent to the booking team at Email: Health.yourbooking@canterbury.ac.uk.

1. **What happens after the training is completed?**

Following completion of training, you will be invited to complete an evaluation form which can be accessed via the practice educator web page. A register will be completed for each course to confirm attendance. A certificate will be issued to delegates whose attendance is confirmed with the booking team.

1. **How do I make an offer to supervise a student once I have completed my practice educator training?**

Appointed Placement Coordinators in each organisation and trust will manage the process for making offers to the university for student placements. Your Placement Coordinator is the best point of contact for enquiries about placement dates and submitting an offer to the university. If you need further information, please contact the relevant Placement Lead.

1. **Where do I find contact details for the people at Canterbury Christ Church University who support with AHP practice education and placements?**

***In the first instance, please direct enquiries to the Health booking and***  ***administration team at Email:*** ***Health.yourbooking@canterbury.ac.uk******.***

Personnel supporting delivery of AHP placements and practice learning are:

* + Timothy Ishaku – Physiotherapy Placement Lead Timothy.ishaku@canterbury.ac.uk
	+ Kelly Wilkinson – Occupational Therapy Placement Lead Kelly.wilkinson@canterbury.ac.uk
	+ Donna Lafayette – Occupational Therapy Practice Education facilitator Donna.lafayette@canterbury.ac.uk
	+ Jane Horan – Speech & Language Therapy Placement Lead Jane.horan@canterbury.ac.uk
	+ Practice Learning Unit Email: plu@canterbury.ac.uk