Students bear all responsibility for managing their placement portfolio.

1. **Patient cases**
   **Purpose.** 'Useful repetition' - re-write of a case already seen to help students to:
   - Incorporate verbal feedback on how to improve on their first attempt
   - Prioritise elements of practice that need improvement
   **Frequency.** One per week up to Week 12
   **How to complete.** Student must clarify the date for submission. The Practice Educator (PE) should mark-up the case within 1-3 working days and discuss areas for improvement with the student before signing-off the case.

2. **Reflection logs**
   **Purpose.** To enable student-led reflection on a learning opportunity
   **Frequency.** One per week up to Week 12
   **How to complete.** Student must clarify submission date and submit to PE as agreed

3. **5-minute feedback forms**
   **Purpose.** To provide succinct written feedback shortly after a learning opportunity
   **Frequency.** Max. one per week up to Week 12
   **How to complete.** Student and Practice Tutor complete the form on the spot

4. **Assessment forms**
   **Purpose.** To summarise progress in all areas at regular intervals
   **Frequency.** Every 2-3 weeks
   **How to complete.** Refer to the separate short guide on completing assessment forms