Therapeutic Life Story Work International

Diploma Student Check List

The following checklist has been created to ensure that students have completed certain requirements of the Diploma course and should be completed by the student.

**Application process**When applying for a place on the course, there is a requirement to provide the following…

* Short bio
* Professional reference
* DBS / PVG details or permission & details to check online service

Please ensure that all the above documentation is provided before block 1. We appreciate that in some instances students may be applying for a new DBS/PVG, therefore we require this information before the start of block 2 and before starting TLSW with a child/young person.

**Supervision**It is a requirement of the course that students have regular supervision whilst undertaking the direct work element of the Diploma to the completion of the TLSW with the child/young person. Please refer to pages 32/33 of the handbook. An email regarding supervision will be sent to all students after block 1 of the course with a deadline to provide details of their supervisor.

* Read TLSWi Supervision Policy
* Provide written confirmation of who supervisor will be
* Complete supervisor details on the Supervision Agreement form and return to [admin@tlswi.com](mailto:admin@tlswi.com)
* Complete 500-word reflective account detailing how supervision played a role in reflective practice and send to supervisor to read and sign off to confirm it is an accurate account of the supervision process
* Request that supervisor return signed off reflective account to [admin@tlswi.com](mailto:admin@tlswi.com)

Students may not be allowed to start the direct work until they have engaged a supervisor, prior to the start of block 2, and have provided the required information to the TLSWi administrator.

Continued…

**Submitting First Essay**Following attendance of block 2, the first essay will need to be completed and submitted.

* Access the 30-minute online tutorial with John Bates
* Read the information regarding structure and presentation on pages 31 & 32 of the handbook – failure to follow these guidelines could result in the essay being returned
* Email final version to Academic Marker email address

**Presentation of Viva**Once enough direct work sessions have been completed, students are able to present their Viva. A guide to Vivas is available via the membership area of the tlswi.com website and will also be emailed to students before their Viva. **Before a Viva date is agreed**, all students will be required to…

* Confirm that supervision has taken place whilst doing the direct work
* Return the TLSWi Confirmation / Evidence of Supervision Hours form\* to [admin@tlswi.com](mailto:admin@tlswi.com)
* Ensure they read all the relevant documents referring to Viva process

\*Whether a student is being supervised by a TLSWi Supervisor or their Supervising Line Manager, this form is required to be completed and returned by all students.

TLSWi reserves the right to make spot checks with supervisors to confirm that supervision has taken place whilst a student is undertaking the direct work with their case study.

**Submitting Case Study Essay**Once a student has presented their Viva, they will be advised whether they have passed and are able to continue with the case study essay.

* Access the 30-minute online tutorial with John Bates
* Read the information regarding structure and presentation on pages 31 & 32 of the handbook – failure to follow these guidelines could result in the essay being returned
* Read the feedback from the first essay to ensure not to make the same errors
* Email final version to Academic Marker email address