

PAR EPractice Assessment Record & Evaluation

- Online system
- Practice Assessment
- Practice Hours
- Practice Evaluation





Getting Started

University registration

Activating your PARE Account

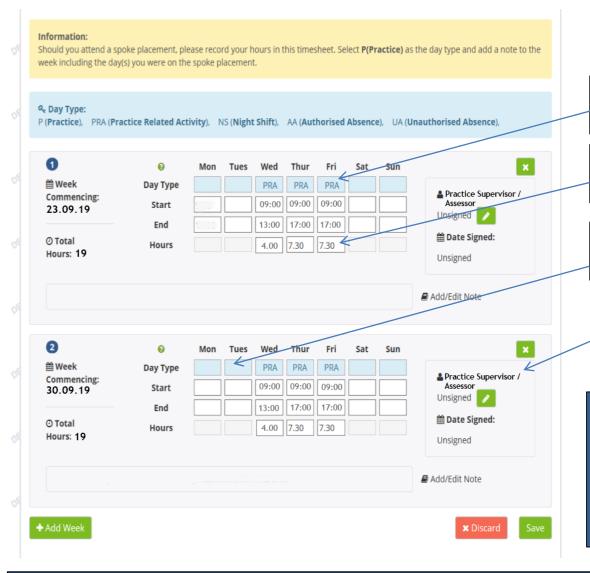
online.pare@manchester.ac.uk



Timesheet Completion



Year 1 Semester 1



Supervisor / Assessor

All hours completed for Practice On Campus in Semester 1 are to be recorded as **PRA** (**Practice Related Activity**).

It is important to click in the hours field and ensure that the total **PRA Hours** completed for each day are appearing correctly.

Theory / independent study days do not count as part of your overall practice hours, so these are to be left blank.

Each week **must be signed by the Academic Assessor** in order for all hours inputted into your timesheet to be included in your **Total hours** calculation.

- ** All weeks inputted must have days entered. Blank weeks will prevent your assessor from being able to sign off your timesheet.
- **All weeks inputted must be practice weeks. Please do not input theory weeks / reading weeks / independent study weeks / annual leave weeks.
- **If you are absent, please ensure you select AA or UA for the relevant day(s).



Timesheet Completion



Year 1 Semester 1

							Total
							Practice
w/c	Week	Mon	Tues	Wed	Thurs	Fri	hours
SEMESTER 1							
28/09/20	2	W	W	W (PASS)	W	W	
05/10/20	3	0	0	4	7.5	7.5	19
12/10/20	4	0	0	4	7.5	7.5	19
19/10/20	5	0	0	4	7.5	7.5	19
26/10/20	6	0	0	4	7.5	7.5	19
02/11/20	7	0	0	4	7.5	7.5	19
09/11/20	8	0	0	4	7.5	7.5	19
16/11/20	9	0	0	4	7.5	7.5	19
23/11/20	10	0	0	4	7.5	7.5	19
30/11/20	11	0	0	4	7.5	7.5	19
07/12/20	12	0	0	4	7.5	7.5	19
14/12/20	13	0	0	4	7.5	7.5	19
21/12/20	14						
28/12/20	15	ANNUAL LEAVE					
04/01/21	16						
11/01/21	17	0	0	"Mop "Up" Week (0)			0
						TOTAL	209

^{*}Not including Reflective Practice Hours (27.5days @ 0.5 hours per day = 13.75 hrs), which are pre-recorded by UoM.

2.5 days practice related hours per week:

- Wednesday Morning = 4.00 hours
- Full Day Thursday = 7.5 hours
- Full Day Friday = 7.5 hours

These hours will be signed off by your Academic Assessor

Wc 11/1/21:

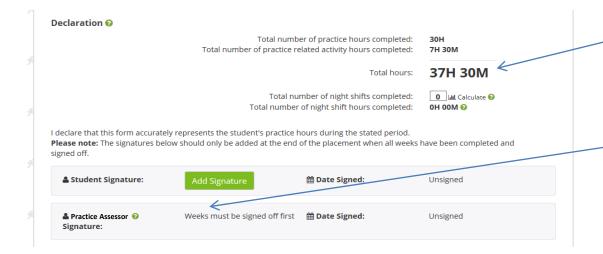
"Mop Up" week only to be used by students who have missed any sessions in order to ensure they complete the required 209 hours.



Timesheet Completion

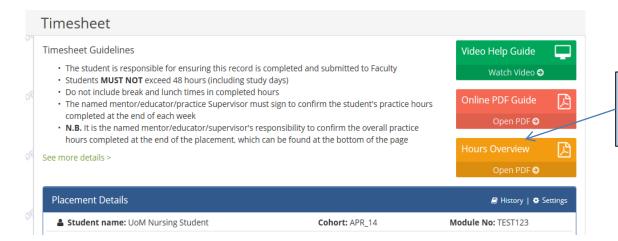


Year 1 Semester 1



Unsigned weeks will not be included in the **Total hours** calculation.

At the end of the semester please check that your Academic Assessor has signed the **Declaration section** at the bottom of your timesheet. **Your timesheet cannot be processed as completed until the Academic Assessor has signed this section.**



To access an overview of the required practice hours for each semester, simply click on the **Hours Overview** button located at the top of your timesheet.





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