

## **Summary of Portfolio requirements for Practice Educators working towards Stage 1**

**This information is applicable to you if you:**

- are new to Practice Education and have recently attended Practice Educator training with Lancaster University or the University of Cumbria, or
- have recently attended Top up training after undertaking in-house Practice Educator training in the past or
- have been advised that you need to work toward Stage 1 Practice Educator Status.

**Portfolio contents: Please ensure portfolio is anonymised**

The table below lists the contents required for the submission of your portfolio. It will differ slightly according to the type of learner you are supporting ie Social Work Student or ASYE candidate.

<b><u>For Practice Educators working with Social Work Students</u></b>	<b><u>For Practice Educators working with ASYE Candidates</u></b>	<b><u>Tick when completed</u></b>
<b>Portfolio front sheet</b>	<b>Portfolio front sheet</b>	
<b>Content sheet</b>	<b>Content sheet</b>	
<b>Practice Learning Agreement</b>	<b>Record of Support and Progressive Assessment</b>	
<b>Midpoint review report(s)</b>	n/a	
<b>Final review report</b>	n/a	
<b>Direct observation</b> To be undertaken by a Stage 2 Practice Educator, contact Jeanette Maye in the Learning and Skills Service to identify an appropriately qualified Practice Educator.	<b>Direct observation</b> To be undertaken by a Stage 2 Practice Educator, contact Jeanette Maye in the Learning and Skills service to identify an appropriately qualified Practice Educator.	
<b>Student feedback form</b>	<b>Learners experience form</b>	
<b>Critical reflection piece – to be completed by all Practice Educators</b> Written task 1000 – 1200 Words		
With reference to Domains A,B and C and the Values of the Practice Educator Professional Standards (2013) provide an analysis of having enabled the learning of your student making reference to your portfolio of evidence and the following guidance: <ul style="list-style-type: none"><li>• Explain how you provided a physical and learning environment conducive to the demonstration of the student's practice capability and explain how you took into account the student's individual learning needs, learning style, prior achievements, knowledge and skills.</li><li>• Discuss how you negotiated and agreed an induction plan and a learning and assessment programme throughout the placement. Discuss how you arranged</li></ul>		

<p>supervision, monitored and reviewed the learning and (continued overleaf) assessment programme, planned and delivered learning opportunities to match learning needs and objectives. Outline how any disagreements or difficulties were resolved.</p> <ul style="list-style-type: none"><li>• Evaluate the degree to which you felt you achieved a fair and evidence-based assessment of the learner's practice. Discuss formative/summative assessment and the use of feedback.</li><li>• Discuss how you contributed to formal audit and evaluation of the placement, for example the QAPL processes.</li></ul> <p>Please make reference to relevant materials, research, books, journal articles etc in your assignment.</p>	
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Portfolios should be submitted to the earliest panel following the completion of your learner's placement or programme via [jeanette.maye@cumbria.gov.uk](mailto:jeanette.maye@cumbria.gov.uk) you will be notified of the panel's decision within 3 weeks of the panel.

If you should have any queries or require clarification as to your personal circumstances please do not hesitate to contact Jeanette Maye on 07775 014 681 or email [jeanette.maye@cumbria.gov.uk](mailto:jeanette.maye@cumbria.gov.uk)