

## **Summary of Portfolio requirements for Practice Educators working towards Stage 2**

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

- Are a Stage 1 Practice Educator
- have been advised that you need to work toward Stage 2 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> Blank copy attached.	<b>Portfolio front sheet</b> Blank copy attached	
<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> Blank copy attached	<b>Learners experience form</b>	
<b>Stage 2 Critical reflection piece – to be completed by all Practice Educators</b> Written task 1000 – 1200 Words  Critically reflect on your own professional development as a practice educator, including a discussion of how you have maintained and developed your knowledge and skills in social work practice and as a practice educator, and/or how you intend to do so in the future.  This assignment should demonstrate your underpinning knowledge and make reference to relevant and appropriate materials. You may refer to all of the Domains of the Practice Educator Professional Standards but you must aim particularly to ensure Domain D is demonstrated. Please also refer to the Values for Practice Educators and Supervisors.		

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)