



**GRADUATE CERTIFICATE in Consolidation
of Social Work Practice
LEVEL 6 - 60 Credits
BMPF6044**

**LEARNER PORTFOLIO
(PORTH AGORED and UNIVERSITY OF WALES
TRINITY SAINT DAVID)**

Learner's name: Lucinda Roberts

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Learner's University Registration Number:1918029

Cohort: 18 onwards

Reference List

Information about referencing in written assignments and how to avoid plagiarism can be found on Moodle. It is important that you are aware of the importance of ensuring that the work submitted is your original work.

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Detail of Workshops Attended

Please record in the table below the dates of each consolidation programme workshop you attended.

Consolidation workshop	Date Attended
1	09/02/2022
2	28/03/2022
3	06/07/2022
4	20/09/2022

Notes

Mentor's report

With reference to the 3 learning outcomes please comment fully on the learner's development over the duration of the whole programme. Reflect on information provided by the learner at the outset of the programme in Task 1 (Part a) and the later perspective given in Task 1 (Part b). Where you have seen or discussed feedback from individuals in need of care and support and/or their carers with whom the learner has worked, you are encouraged to comment on this with regard to the learner's development and their future development.

Lucinda joined the team in November 2023 and has settled into her role as social worker in a community mental health team. It is recognised that since qualifying, Lucinda has practiced in Children Services and she has adapted to the change in service area very well. Lucinda is a proactive, well-liked and respected member of the team. She has embraced new challenges and has demonstrated her ability to reflect in and on practice.

Lucinda's practice is proactive and she is able to demonstrate this in her practical and written work. Lucinda has demonstrated her ability to apply theory and models to her practice and this is demonstrated in her positive work with her clients and discussed in her supervisions. Lucinda has embraced her new role and has been proactive in researching and developing her knowledge around the subject matter of mental health.

During my time working as her mentor, Lucinda has prepared for her supervisions, using this time to discuss her complex client group and has been able to evidence her sound

understanding and application of social work values and ethics. Lucinda's reflection skills are demonstrated in her day-to-day practice, her written work and through one to one supervision. She has also demonstrated her ability to reflect on her practice in team supervisions and team formulation sessions.

During her observation (Task 2) Lucinda demonstrated her ability to research and prepare for the observation. She was able to apply different models of assessment and apply them to her practice. Lucinda was also able to demonstrate her ability to use both open and closed questions in order to gain the most from the individual. Lucinda was able to evidence her emotional intelligence. She remained professional, non-judgemental and empathetic towards the individual and adapted her style of assessment to fit the need of the individual. Lucinda also demonstrated her understanding of mental capacity act and utilised her new skills in assessment of mental health in order to establish if the individual had capacity in relation to a specific decision. In doing so Lucinda was able to determine the level of support the individual may require from mental health services and was able to provide them with information in regards to what would happen next following the assessment. Lucinda demonstrated her ability to apply her professional judgement in the process of presenting the assessment to the Multi-Disciplinary Team Meeting who were in agreement with her suggested outcome.

As evidenced in Task 3 and 4 Lucinda has a sound understanding of safeguarding. Lucinda also has a good working knowledge of policy, procedures and legislation that underpins her role and always implements the most recent protocols that are in place. Lucinda has evidenced her ability to manage a complex caseload and is able to assess and manage risk of harm and abuse. She has been able to take guidance from other colleagues, accepting their viewpoints and challenging when appropriate. This has helped Lucinda to develop her own style of practice and it has strengthen her own professional judgement in the decision-making and assessment process.

Lucinda is aware of her own boundaries and will seek help form her colleagues when appropriate. Her new role in adult services has provided her with the opportunity to continue to develop her skills in another area of social work. She has been able to build on her strengths in managing complex cases. As previously recognised, Lucinda is very proactive in her approach to her workload. She is responsible for timely record keeping and updating information relating to her clients through their care plans and risk assessments and works within policy and procedure in doing so.

If I was to offer any further direction to Lucinda, I would suggest that she continue to develop her knowledge in regards to mental health legislation, giving consideration as to how it applies to her client group and practice. Lucinda has demonstrated within this portfolio her journey from a newly qualified social worker to an experienced practitioner, providing evidence as to her competence in practice. It has been a pleasure to work with Lucinda over the past few months, I look forward to supporting her in her new role, and watching her skills and confidence in mental health flourish and grow.

Note for Mentor – Please ensure that you provide a signature of verification of this report in the section titled 'Signatures and Line Manager Verification'

Learner Details

Learner details, Signatures and Line manager verification.

It is the learner's responsibility to ensure that their university learner number is correctly inserted wherever requested within the portfolio.

Learner Details

(NB it is essential that you inform your Workforce Development/Training Unit and the University of Wales Trinity Saint David if your name or your address for correspondence changes).

1. Name of Learner: Lucinda Roberts

2. Learner's University Number:

Address for Correspondence: 7, Burns Close, Great Sutton, Ellesmere Port. CH66 2QP

Telephone Number: 07518905898

E-mail address: lucindarobertsx@hotmail.co.uk / Lucinda.roberts1@wales.nhs.uk

Date of Professional Qualification: 19/09/2018

Date of registration with Social Care Wales: 24/09/2013

3. Name of Learner's Agency: Flintshire County Council

Agency Contact details: Adult Mental Health Services

Name: Rhian Evans, Manager, Community Mental Health Team

Address: Aston House, Deeside Community hospital, Ploughs Lane.

Telephone Number: 03000 858 999 / 07711438158

E-Mail address: Rhian.evans@flintshire.gov.uk

4. The evidence I have provided within this portfolio is in:

Welsh only ☐

Welsh and English ☐

English only ☒

Mentor's details

5. Mentor's details

Name: Donna-Marie Dear

Address: Park View, Bryn Coch Lane, Mold, Flintshire, CH7 1PS

Telephone Number: 03000 858 999 / 07810195870

E-Mail address: donna.dear@wales.nhs.uk

6. Observer details

Name: Donna-Marie Dear

Work Address: Aston House, Deeside Community Hospital, Plough Lane, Aston, Deeside, Flintshire, CH5 1XS

Professional Qualification and date of qualification: MA Social Work September 2009

Telephone number: 03000 858 999 / 07810195870

Email address: donna.dear@wales.nhs.uk

Signatures and Line Manager Verification

CONFIDENTIALITY and PLAGIARISM – to be completed by the learner.

All information provided in this portfolio complies with guidance on confidentiality. I confirm that all work apart from comments by others (e.g. mentor, individuals in need of care and support and/or their carers) is all my original work and has not been copied. I understand that plagiarism is taken very seriously by the University and the programme.

Signed:  (Learner)

Date: __ 13/03/2024 __

Feedback and comments from an individual using services, their family and/or carers (Task 2) - to be completed by the Observer.

I confirm that I am a registered social worker with knowledge of the learner's area of practice and that the observation summary and the comments above from the individual in need of care and support and/or their carers are about the same piece of practice that I observed on the date given.



Signed: (Observer)

Date: 13.03.2024

Mentors Report (to be completed by the mentor)

I can confirm that I am a registered social worker and that in my role as mentor I have provided a written report of the learner's progress over the duration of the programme.



Signed (Mentor)

Date 13.03.2024

Line manager verification.

Guidance: This section must be completed and signed by the learner's line manager and/or senior practitioner. Where the line manager is not a registered social worker, verification must also be provided by a social work practitioner in a senior position (this could be the mentor) who is familiar with the learner's work and can verify that the learner has been involved with the safeguarding case evidenced in Task 3 of the portfolio and that the learner has met all the required criteria listed below.

In this section, please confirm that you have seen sufficient evidence of the learner's work during the period they have been undertaking the Consolidation programme. If necessary, please consult with other managers who the learner has worked with. In signing this section, you are confirming that you are content with the:

- level of supervision and mentoring support received by the learner;
- learning and development undertaken;
- reading and personal research undertaken;
- level of knowledge and skills demonstrated;
- understanding shown of the Code of Professional Practice and National Occupational Standards;
- core values of the learner;
- work and commentary referred to within the portfolio, that it is the learner's own work and based on current practice;
- completion of accurate, cogent, coherent and analytical recording skills;
- Line manager to verify the learner has been involved with safeguarding.
- Mentor's report, and that it provides evidence of observations of Professional Practice that has been undertaken over the duration of the Graduate Certificate in the Consolidation of Social Work practice pathway (work-based practice which is equivalent to 7,000 words).

I confirm that this learner has achieved an appropriate level of professional practice.

LINE MANAGER VERIFICATION:

NAME OF LINE MANAGER: DONNA-MARIE DEAR



SIGNATURE OF LINE MANAGER:

DATE: 13.03.2024

REGISTERED SOCIAL WORKER'S VERIFICATION (WHERE THE LINE MANAGER IS NOT A REGISTERED SOCIAL WORKER, THIS CAN BE THE MENTOR).

NAME OF SOCIAL WORKER:

SIGNATURE OF SOCIAL WORKER:

POSITION:

DATE:

Learning Agreement

PORTH AGORED AND UNIVERSITY OF WALES TRINITY SAINT DAVID
GRADUATE CERTIFICATE IN CONSOLIDATION OF SOCIAL WORK PRACTICE
LEARNER AND EMPLOYER'S LEARNING AGREEMENT

Name of Learner	Lucinda Roberts
Name of Team/Agency	Flintshire County Council
Name of Mentor	Donna Dear
Name of Line Manager	Donna Dear

Study Duty

The learner will undertake all elements of the Graduate Certificate programme diligently, including mandatory attendance at induction, four Consolidation Workshops, and participation in an evaluation survey or focus group on completion of the programme.

The learner's full and effective participation on the Graduate Certificate is mandatory given that Social Care Wales has made completion of the programme a requirement within the first (three-year) period of registration as a Social Worker. This applies to social workers who qualified after April 2016.

Study Leave

The employer undertakes to support the learner by providing time within their normal contract of employment to attend all agreed mandatory elements of the programme which include; induction day and four Consolidation Workshops. Additional time may be provided for programme evaluation meetings and any training agreed as a requirement of the programme.

Three further study days will be provided by the employer as a contribution towards the time involved in personal research and developing the portfolio for submission. The study days can be taken on any week-day (or combination of days) as long this is (i) appropriate to the stage of portfolio preparation at the time, and (ii) agreed with the Team Manager who will take into account team and service needs. Where the learner works less than 37 hours a week, mandatory days and study leave will be approved in accordance with the employer's local policies.

Resources

Learners are able to access learning and library materials from their employer's existing resources or as described in the Programme Handbook, from the University. The employer understands that the Graduate Certificate is to be completed by newly qualified Social Workers in their first period of registration and will support this timescale. There is also an expectation that as it is a professional development programme, learners will take responsibility for their own learning and will also use their own time for personal study and portfolio preparation.

The employer's training department agrees to:

- arrange for eligible staff to join the programme;
- pay course fees directly to the University;
- pay Porth Agored partnership fees for each learner;
- provide additional guidance and support by:
 - a) facilitating access to existing learning materials or library resources;
 - b) providing appropriate training opportunities from existing internal training programmes as agreed with the learner and mentor;
 - c) providing programme induction and Consolidation Workshops;
 - d) providing learners with guidance and support about programme requirements and portfolio completion;
 - e) helping to resolve any programme difficulties encountered by the learner, mentor or service managers.

The learner agrees to:

- work actively towards completing the qualification within the agreed timescale of 12 months from the date of registration on the programme;
- identify with manager/mentor appropriate internal training and arrange to attend these courses;
- identify with manager/mentor and Training Coordinator/Manager any special requirements e.g. dyslexia and contact the University's Student Services office directly about additional support that may be required;
- attend induction and four Consolidation Workshops. These are mandatory components of the programme;
- produce work and evidence appropriate to the portfolio and learning outcomes within agreed timescales;
- make and keep agreed appointments with mentor/line manager;
- ensure they are prepared adequately and obtain all necessary consent for observed practice;
- inform mentor/line manager and training department immediately of any problems or changes in circumstances while undertaking the programme, especially where this may affect completion of the programme by the agreed deadline or ability to attend a mandatory workshop;

- liaise with their line manager/mentor to confirm study days and use their own time in addition for self-directed study, research and portfolio preparation;
- take personal responsibility for preparing and completing all work necessary to submit their portfolio;
- act at all times in accordance with the Code of Professional Practice and the employer's and University's policies, procedures and processes;
- ensure that they understand the need to complete the programme within the first (three year) period of registration with Social Care Wales. (Qualifying after April 2016).

Line Manager/Mentor agrees to:

Line-manager/mentor can be one in the same person or the role can be undertaken by two separate people. The mentor must be a registered SW with a minimum of 3 years post qualifying experience.

- attend an induction meeting to become familiar with the requirements of the programme;
- provide or arrange to provide sufficient assessment opportunities in order for the learner to evidence competency and undertake required observations. Where opportunities may not be immediately available within the team arrange to provide these elsewhere within the Service;
- guide and support the learner for the duration of the programme;
- release the learner for the programme induction and the four Consolidation Workshops, and any internal training courses agreed as being appropriate to meet agreed learning needs;
- agree with the learner, use of up to 3 additional study days over the whole duration of the programme, as an employer contribution towards time needed for personal study, research or portfolio development;
- ensure that regular formal supervision is provided to the learner by their line manager in line with organisational policy (line-manager);
- ensure that mentoring sessions are provided in line with Social Care Wales First 3 Three Years in Practice guidelines. Mentoring sessions, where possible, should be arranged as a separate event from supervision. A full record of when mentoring sessions are undertaken must be kept.

Completion and submission of portfolio

Learners are expected to complete the Graduate Certificate and will normally submit their portfolio within 12 months of attending induction to the programme. Any learner anticipating any difficulty in meeting this requirement should immediately discuss the matter with their Training Manager/Co-ordinator. It is the learner's responsibility to inform the university if they are not going to meet the submission deadlines.

The portfolio submission process and dates for each programme cohort will be published on Moodle. Once registered on a programme, **learners CANNOT change the due submission date without gaining agreement from the employer and University.**

Pressure of work is not regarded as a reason for non-attendance at any Consolidation Workshop.

I understand and accept the terms and conditions of this learning agreement as stated above.



Signed:..... Print Name:...Lucinda Roberts Date:
13/03/2024
(Learner)



Signed:..... Print Name:...Donna Dear Date
13/03/2024
(Line Manager/Mentor)



Signed:..... Print Name:...Donna Dear Date:
13/03/2024
(Mentor, if different to above)

PLEASE PLACE THE SIGNED COPY OF THIS LEARNING AGREEMENT IN THE PORTFOLIO.