

RECORDING FOR YOUR PRESTATION & PORTFOLIO

- Week 9
- Overview Of Assessments:
Presentation and Portfolio





AIMS

Developing your Presentation and Portfolio.

Examples of Good Practice

On Campus Session to include activities on how to deliver a good presentation & Portfolio

PRESENTATION (20%)

10 min PPT Presentation on your
Chosen Organisation

- **All ppts to be submitted via turnitin by Tuesday 7th December 23:59**
- **Please include your notes:**
- **Please utilise the draft portal to check for Text Matching**

Schedule of presentation times will be determined in class.

Sharing Your Experience

This is an opportunity to share your experience expanding upon skills (transferable), attributes and knowledge, including theoretical knowledge gained.

You will also have an opportunity to speak about wider implications within this experience for potential future personal and professional development.

Ethical and confidentially consideration with respect to the organisation and individuals

PRESENTATION

Guidance

- You will need to include a 'title' slide – Name of the Organisation
- Font size of 24 is good
- Maximum of 10 slides (only a 10 minute presentation)
- Three points per slide – helpful guidance
- Images or pictures – provide that creative and original quality, but must be academic in nature and referenced accordingly.

Structure

Introduction

- Background/Context

Main points (Please see the next slide)

- Evaluation
- Discussion

Future Implications

Concluding remarks

Reference List



MAIN POINT EXAMPLES

The things I found most surprising were...

The areas I found most challenging were...

The area/skills I would like to improve are...

Examples of my problem solving are...

Examples of when I used my knowledge are...

Examples of when I was given/took
responsibility are...

Examples of my proactive approach to the
project are....

Other comments

PORTFOLIO BUILDING (30%) – WHAT TO INCLUDE

Appendices:

- **Completed information Sheet**
- **Correspondence with the Organisation – confirming your spot**
- **Email from Module Lead confirming your placement**
- **Attendance Confirmation and own record of time spent**

Evidences:

- **Log Book – Reflection on various tasks, learning/trainings opportunities/ helping and listening skills**
- Safeguarding policies – confidentiality
- Include your profile (CONNECT VOLUNTEERS)
- Mission Statement/Purpose of organisation.
- Skills used within the placement - Listening and other skills you developed while in placement

- Pandemic Support
- Supporting/Helping Activities/Counselling Activities
- Any correspondence or inquiries/emails
- Application Form/ Skills Requirements or other requirements
- Annual Reports – What do these say about the organisation
- Website information/Media information]
- Others

PORTFOLIO LAYOUT

Title Page/Cover Page

Table of Contents

Reflective Commentary/narrative essay 1, 000 Words with
REFERENCE LIST

Portfolio of Evidence

Evidence 1: Background Information – Provide brief narratives as the information that is included

- Mission Statement or general introduction of your organisation
- Correspondence
- Other examples

Evidence 2: Reflective Logs

- Examples that tell what you have been reflecting on with various task – Skills that you have been developing

Evidence 3: Trainings/Meeting – Provide brief descriptions of the information that is included.

- Training examples
- Certificates]
- Pictures or pamphlets

Appendices –Assessment Proforma for guidance

References



May 2021

Professional Portfolio

Bethan Smith

EXAMPLE OF GOOD PRACTICE

- Title Cover Sheet
- Table of Contents
- Example of Reflective Commentary
- Example of Reference List
- Example of Annotations on Mission Statement and Values of Organisation
- Example of Logbook



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Reuse Files 

Share Comments

Reflective Commentary

Using Gibbs’ Reflective Cycle (1998), I shall be reflecting upon my time spent researching my chosen organisation during the pandemic and, if I had had the opportunity of undertaking a volunteering role within the organisation, how this role would have helped me develop upon the core counselling skills I have learnt during my time studying Psychology and Counselling (Midwinter and Dickson, 2015).

When I found out about the potential opportunity of securing a placement to practice my counselling skills, I was very excited and nervous, and began researching different organisations online that I could volunteer for with the hope of finding one that I felt a personal connection with. During this time, I took a particular interest in charities that provide support to veterans and current serving soldiers in the British military. Largely, this is due to my hope of joining the military when I leave university, as well as having personal relationships with current and ex-serving members of the military who have turned to these charities for support in the past. For this reason, I chose the Soldiers, Sailors, Airmen and Families Association (SSAFA) (SSAFA, 2021a) who aim to relieve need, suffering and distress from members of the military and their families (SSAFA, 2017). Unfortunately, due to the pandemic, SSAFA had temporarily suspended new volunteers whilst they created and put in place safety measures which followed the current coronavirus guidelines. This greatly upset me as I believed that volunteering with them would have improved the use of many of my counselling skills, such as active listening and becoming more aware of my body language. However, despite not being able to volunteer

References

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- Percy, C., & Rogers, M. (2021). *The Value of Volunteering: Volunteering in Education and Productivity at Work*. Education and Employers.
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Home > About us



Our vision

In recognition of their service to the Nation, SSAFA works to ensure that the needs of the Armed Forces, veterans and their families are met in an appropriate and timely way.

Our mission

We exist to relieve need, suffering and distress amongst the Armed Forces, veterans and their families in order to support their independence and dignity.

(SSAFA, 2021a)

SSAFA's vision places emphasis on the importance in recognising the service military personal undertake and the need to offer them and their families the correct support.

SSAFA's mission highlights the struggle many in the armed forces community face, noting how they suffer and experience 'distress'. Their mission is to help 'relieve' these burdens whilst promoting independence and dignity.

In order to deliver their vision and mission whilst carrying out their work, SSAFA follow five strategic aims and aspire to portray four key values: understanding, commitment, fairness and courage.



Our Values

Understanding. Showing empathy. Giving a helping hand to those in need and distress.

Commitment. Professionalism. Being beneficiary-focused in all we do. Being accountable for our actions. Being open, transparent and acting in the interests of people who use or need our support.

Fairness. Consistency in how we deal with people. Acting with integrity and not making moral judgements; not discriminating; promoting inclusivity and diversity.

Courage. Standing by what we believe when we need to challenge accepted wisdom. Trusting in our ability. Doing the right thing, however hard. Questioning actions not consistent with our values.

Our five strategic aims deliver our vision and mission by:

1. **Understanding need:** We will ensure we understand and adapt to the needs of those we support.
2. **Effective support:** We will alleviate suffering and distress by providing appropriate, timely and effective support.
3. **Awareness and understanding:** We will strive to be recognised, known and understood.
4. **Sustainable resource:** We will ensure we have people with the right skills and sufficient time to deliver our services, underpinned by a sustainable income.
5. **Collaborative working:** We will work together within the organisation and with

Each of the four values and five strategic aims SSAFA abide by are also commonly seen as important during the counselling process, highlighting the importance of underlying counselling skills in many roles, including volunteering opportunities (Midwinter & Dickson, 2015).

The five strategic aims underpin the methods used by the organisation in how they offer support.

Section A: Safeguarding and Confidentiality

Below is the first page of SSAFA's safeguarding policy and direction form. For the full report see: https://www.ssafa.org.uk/media/pq5t0ut/ssafa_safeguarding_policy.pdf (SSAFA, 2018).



SSAFA SAFEGUARDING POLICY AND DIRECTION

1. Purpose

The purpose of this policy and associated direction is to set out how SSAFA requires every employee, trustee and volunteer to act to protect children and adults from harm. This extends beyond our clients and includes a responsibility to keep our employees, trustees, volunteers and their families safe from harm. This policy provides the principles that guide our approach to safeguarding children and adults.

2. Scope

This policy applies to all trustees, volunteers, employees, sessional workers, agency staff, students and any other individual working or providing services on behalf of SSAFA. It should be read in conjunction with the following policies:

- Recruitment Policy
- Managing Allegations against employees
- Volunteer complaints policy
- Whistleblowing
- Local Authority or Command policies and procedures.
- Social media (within SSAFA's wider IT Policy)
- Supervision of H&SC staff
- Health & Safety

The safeguarding policy ensures that all involved in the work carried out by the organisation are protected, including staff members, volunteers, current service men and women, veterans, and their families.

Evidence 2: Reflective Logs

A selection of entries from my reflective logbook relating to the organisation I chose to research can be found below. They detail different tasks that I undertook and reflect upon my thoughts and feelings during the process.

Student Name:	Bethan Smith
Name of Organisation	SSAFA: The Armed Forces Charity

+ Record of project work carried out (add more entries as needed)

Date:	March 6th
Tasks completed:	Choosing the organisation and researching their volunteering opportunities.
Reflection:	Whilst researching different organisations, I have taken particular interest in looking at charities which offer support to members of the armed forces, both currently serving members, veterans, and their families. This is due to my personal relationships with members of the military and my interest in joining the army after university. It is an area that will allow me to improve on my counselling skills with members of the community I hope to become a part of and help in the future. After looking at several options, I have chosen SSAFA. They appear to offer multiple volunteering opportunities such as being a Mentor, Case Worker and Visitor. Each of these roles would involve the use of many counselling skills such as empathetic listening, SOLER, and reflecting and paraphrasing. The sheer number of volunteering roles usually available is surprising as it highlights just how much the organisation aims to help the armed forces community. My next task will be to investigate the application process and what this entails. I am excited about the possibility of volunteering for this organisation as their mission is one that is close to my own feelings and I look forward to finding out more about the organisation.

Date:	March 8th
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ON CAMPUS SESSION

- Practical Skills – Creating and delivering a great presentation
- Schedule for Presentations
- Creating your portfolio
- Skills Practice and going forward
- Evaluation & Feedback

