



**GRADUATE CERTIFICATE in Consolidation
of Social Work Practice
LEVEL 6 - 60 Credits
BMPPF6044**

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

Learner's name: Anna-jo Smith

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**Learner's University Registration Number:
2431550**

Cohort: 21 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.

Books, Articles, and Reports

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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	01/04/25
2	01/05/25
3	10/07/25
4	02/10/25

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.

In her developmental review, the learner identified three specific learning needs, these being to:

- 1) Enhance both her understanding and her confidence regarding assessing an individual's mental capacity in relation to their care and residence needs.
- 2) Develop her skills, experience and confidence in undertaking mental capacity assessments, specifically regarding their ability to understand and manage their own financial affairs.

During supervision sessions the learner explored her lack of confidence and experience in undertaking mental capacity assessments. The learner reflected on the ethical issues arising from such assessments and the power imbalance that she must negotiate as sensitively as possible, recognising the weight of such responsibilities of the impact of the conclusion of such assessments. The learner considered the duty of care the Local Authority has, to safeguard vulnerable adults whilst balancing the duty to promote independence and autonomy.

- 3) The learner identified the need to undertake more DST's (decision support tool meetings) to gain experience and develop her confidence. The learner wanted to increase her knowledge of the National Framework for Implementation in Wales of Continuing NHS Healthcare. Developing her skills and confidence in advocating for individuals and their families she works with, whilst furthering her skills in managing conflict with other professionals in a respectful manner. The learner acknowledged that DST meetings can feel daunting to individuals and their families at times when they feel vulnerable, overwhelmed and often powerless, and wanted to ensure that she supported them at such times whilst still correctly applying the Framework Guidance in reaching decisions.

The learner was very enthusiastic and proactive in increasing her knowledge base through initially shadowing social workers undertaking mental capacity assessment and DST meetings, to then undertaking such assessments and attendance at DST meetings by herself. The learner made full use of attending relevant training courses, undertaking research, and through reflection in the mentoring supervision sessions and case management supervision.

Within a busy hospital environment, the emphasis is to ensure swift discharges to the community which brings with it a few challenges, including being able to deal with conflicting opinions both with other professionals and with families.

The learner has had several opportunities to undertake mental capacity assessments especially in relation to decisions regarding care and residence, thus enabling her to build upon her knowledge and experience. The learner has been able to access formal mental capacity assessments written by others which has also helped her to apply these to her own assessments, thus developing her skills further. The learner increased her knowledge and understanding of the mental capacity Act 2005, demonstrating her skills in understanding and assessing capacities and wider issues with regards best interest decisions. The learner recognises that she has had limited opportunities to undertake mental capacity assessments in relation to their ability in managing their own financial affairs and has identified this as an ongoing learning and development need, to further enhance her knowledge and skills.

The learner has had several opportunities to attend DST meetings throughout this time. The learner has ensured that their assessment is thorough and comprehensive, capturing all the relevant information to help evidence the individual's needs regarding meeting eligibility. DST meetings can often be challenging, requiring the ability to manage conflict. Having had opportunity to attend a number and variety of DST meetings, I have noted the learner gaining in confidence, and she appears more assured when discussing such meetings during our supervision sessions.

The learner developed her skills and knowledge in focussing on what matters to the person and their well-being and advocating on their behalf. This was evident in the observation task that I undertook with the learner. This showed how the learner successfully set the individual at ease whilst supporting and empowering the service user to voice what matters to them. During the observation I witnessed the learner take a person-centred approach. She empowered the person by acknowledging and addressing their anxiety about speaking with professionals. I witnessed her liaising with health professionals for up-to-date relevant information and familiarising herself with the person's medical notes. I witnessed the learner make the active offer noting the person's preferred language of choice. The learner used her body language to help set the individual at ease, sitting close, leaning forward and making eye contact but in a relaxed and friendly manner. I observed the learner take time to build rapport to help settle the service user's anxiety. I observed the individual visibly relax as the learner took time to earn their confidence and trust first, before asking the necessary questions to help towards discharge planning. Feedback from the service user was positive and they felt listened to and valued. I observed the learner give relevant information with regards her role and responsibilities and the purpose of the meeting. I observed the learner consider the individual's concern and worries and that she wanted her family member to be consulted with

and her assurance that she would do this. She also demonstrated flexibility in her working calendar, by agreeing to change her work schedule to be present on the ward during visiting time that day so that she could meet the family member with the service user, recognising how important this was to them. This helped to also allay the individuals' anxieties.

I have observed the learner grow in confidence as she has had opportunities to develop her knowledge and skills. The CPEL consolidation programme has provided a positive learning experience which has enabled her to identify gaps in her knowledge and practice, helping her also to focus on her future learning needs which she can continue to address. The learner has identified the need to undertake further mental capacity assessments regarding property and financial affairs, to develop her knowledge, skill and confidence in such areas. The learner has also identified that after having further opportunities to develop her practice, knowledge and experience as a social worker, she will then look to further develop her skills by undertaking a practice educator course.

The learner has demonstrated her competence, and I hope that she will continue to embrace further learning opportunities as they arise in the future.

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: Anna-jo Smith

2. Learner's University Number: 2431550

Address for Correspondence:

8 Old Oak Lane, Carmarthen, SA31 1NY

Telephone Number: 07813035188

E-mail address: ajsmith@carmarthenshire.gov.uk

Date of Professional Qualification: 31/10/23

Date of registration with Social Care Wales: 17/11/23

3. Name of Learner's Agency

Agency Contact details: Hospital Social Work team

Name: Carmarthenshire County Council

Address: 3 Spilman St, Carmarthen, SA31 1LQ

Telephone Number: 01267 234567

E-Mail address: ajsmith@carmarthenshire.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: Mrs Trudy Jones

**Address: Social Work Department,
Glangwili Hospital,
Dolgwili Road,
Carmarthen, SA31 2AF**

Telephone Number: 01267 246962

E-Mail address: Tdjones@carmarthenshire.gov.uk

6. Observer details

Name: Trudy Jones

Work Address: Social Work Department,
Glangwili Hospital,
Dolgwili Road,
Carmarthen, SA31 2AF

Professional Qualification and date of qualification: BA (HONS) Social Work July 2007

Telephone number: 01267 246962

Email address: Tdjones@carmarthenshire.gov.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: 24/02/25 _ _ _ _ _

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: TD Patel (Observer)

Date: 25/09/2025

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 TD Patel (Mentor)

Date 06/02/2026

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: ANGELA M JONES

SIGNATURE OF LINE MANAGER:



DATE: 12/02/2026

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

NAME OF SOCIAL WORKER: ___ ANGELA M JONES _ _ _ _ _

SIGNATURE OF SOCIAL WORKER:



POSITION: Social Worker & Assistant Team Manager, Hospital Social Work Team _

DATE: ___ 12/02/2026 _ _ _ _ _

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	Anna-jo Smith
Name of Team/Agency	Carmarthenshire County Council
Name of Mentor	Trudy Jones
Name of Line Manager	Angela Jones

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:

- Collect, process, store, analyse or disclose personal data in accordance with its obligations under the UK GDPR and Data Protection Act 2018.
- 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;
- seek support from UWTSD Student Services when appropriate in relation to matters of learning support.
- 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).
- allow their employer and Porth Agored (or any of their commissioned providers), the University of Wales, Trinity St David and Social Care Wales (or any of their commissioned providers) to share with each other, any and all information that comprises the application form or any other data provided as and when appropriate, including, but not limited to, information about progress on the programme, results or comments about the portfolio. Such data may be processed, stored, shared, analysed and reported for administration, monitoring, review and quality assurance of the Graduate Certificate programme or ongoing professional registration purposes.

NB. Data Protection: We need to process your personal data because gaining this qualification is a mandatory part of maintaining your registration with Social Care Wales. Employers have linked this to your contract of employment. Using and sharing your data between your employer, Porth Agored and the University of Wales Trinity Saint David is therefore necessary for performance of the contract between you and your employer. We will not disclose your data to any other organisation other than those mentioned above without your permission, unless we are required by law, or Social Care Wales regulations to do so. We will tell you if this happens, unless we are legally prevented from doing so. We will ensure that our collection, processing and storage of data is as transparent as possible and in accordance with Data Protection principles. We produce a comprehensive Privacy Statement which will be made available to all learners on Moodle.

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:....
(Learner)



.. Print Name: Anna-jo Smith Date: 20.02.25.....

Signed:
(Line Manager)



Print Name:....Angela M Jones....Date: 03/03/2025

Signed:....
(Mentor, if different to above)



.. Print Name:....Trudy Jones....Date:....20.02.25.....

PLEASE FORWARD A SIGNED COPY OF THIS LEARNING AGREEMENT TO YOUR TRAINING COORDINATOR WITHIN ONE MONTH OF YOUR INDUCTION.