

**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: Philippa Jones

Email address: p.jones@npt.gov.uk

Learner's University Registration Number: 2221047

Cohort: 18 onwards

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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	24/11/2022
2	19/01/2023
3	30/03/2023
4	03/07/2023

Notes: All workshops attended in full.

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: _ 15/10/2023 _

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.

Whilst I have not had the full benefit of knowing Philippa as her mentor, taking over this role late in her Consolidation of learning journey, I have had the opportunity of knowing her journey from student, to qualified social worker to consolidating her learning. It has been a pleasure to observe this and see her journey in developing her skills and confidence during this time, much longer than just the Consolidation year. She is a significant member of the team and is a credit to social work practice.

Focusing though on the Consolidation year, Philippa's practice very much reflects the content and style of her writing, within this portfolio. She is a reflective practitioner, readily employing appropriate tools and strategies in considering not only a family's situation and needs but also her practice and involvement. One of her identified learning outcomes was to improve her knowledge with children's and families social work practice and this is certainly the case, with Philippa engaging and supporting families with increasing more complex needs and situations. From my own knowledge of her caseload, I am very mindful of specific families that have had challenging and difficult experiences with professionals. Due to their own needs and histories, there has been significant issues in the relationship between the family and social workers, as well as other professionals, which has blocked any progress, supportive work or even evidencing positives within the family. Philippa has been able to work at the family's pace and work alongside them to achieve a successful, 'good enough' outcome. I have no doubt that Philippa employs these skills and knowledge, which she has developed especially during the last year, in all the families that she works with. It is interesting that Philippa comments on 'imposter syndrome'. I agree with her that it is positive to have an element of this, given that overconfidence can negatively impact on practice. However, Philippa observably manages this well given her presentation within the team and with the families I have observed her interact with. She positively has confidence in her own work and practice, readily engaging and contributing to team learning and development, benefiting herself and the team itself. This does not come at the cost of being overconfident and Philippa will readily ask for advice or suggestions, as highlighted by her presentation of the families she is working with during our team development sessions. Another of her learning outcomes is in relation to assessing and judging situations, which I feel that Philippa has a good grounding in. As highlighted previously, she has been able to work within challenging and complex family situations, where no doubt other professionals (and their responses) have been as equally challenging and complex, within the context of 'good enough', balancing risk against this. She has highlighted in her writing within this portfolio, in the direct observation I observed and in her general practice the importance of the individual and applying general theory and research to an individual family's situation, in order to understand what is 'good enough' to the family. I have ever confidence

that Philippa understands the privileged position that we as social workers are in and can full envisage her being still humbled by the positive feedback she has received from families.

As commented, Philippa does present as confidently managing work expectations on her and given the demands of her caseload and the families she is working with, she has been able to develop and maintain the necessary skills to avoid burnout and fatigue.

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

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 20/10/23

Feedback – in relation to direct observation Task 2

Young person's feedback form

Questions			
The social worker was honest and I knew what we were doing	☒		☒
The social worker was good at time-keeping	☒		☒
The social worker asked me if they could talk to me today and who could be there	☒		☒
The social worker spoke to me in a way I understood	☒		☒
The social worker involved me in the session	☒		☒
I was treated well and listened to by the social worker			☒
I felt comfortable talking to the social worker	☒		
Overall, I think that the work I did with the social worker was successful			☒
Overall, I think my contact with the social worker was positive	☒		

Any other comments:

NO.

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: 20/10/23

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: Philippa Jones

2. Learner's University Number: 2221047

**Address for Correspondence:
Neath Port Talbot Civic Centre
Water Street
Neath
SA11 3QZ**

Telephone Number: 07447054565

E-mail address: p.jones@npt.gov.uk

Date of Professional Qualification: 21/07/2021

Date of registration with Social Care Wales: 21/07/2021

3. Name of Learner's Agency

Agency Contact details: Neath Port Talbot Council

Name: Nia Edy (education co-ordinator)

**Address:
Neath Port Talbot Civic Centre
Water Street
Neath
SA11 3QZ**

Telephone Number:01639 685287

E-Mail address: N.Edy@npt.gov.uk

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

Welsh only ☐

Welsh and English x☒

English only ☐

Mentor's details

5. Mentor's details

Name:Travis Whittaker

Address:

Neath Port Talbot Civic Centre

Water Street

Neath

SA11 3QZ

Telephone Number: 07811238820

E-Mail address: T.Whittaker@npt.gov.uk

6. Observer details " As above"

Name:

Work Address:

Professional Qualification and date of qualification:

Telephone number:

Email address:

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	Philippa Jones
Name of Team/Agency	Neath Port Talbot Council
Name of Mentor	Travis Whitaker
Name of Line Manager	Lisa Wilcox

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.

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: _LISA WILCOX _

SIGNATURE OF LINE MANAGER:  _

DATE: _ 16/10/2023 _

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:....Philippa Jones... Date: 16/10/2023.....
(Learner)

Signed:....  .. Print Name:....Lisa Wilcox Date:....16/10/2023.....
(Line Manager/Mentor)


Signed: Print Name:....Travis Whittaker .Date: 20/10/23
(Mentor, if different to above)

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

