

Practice-Based Portfolio Induction Guidance

1. Understanding the Practice-Based portfolio

Your practice-based portfolio is an investigation into a specified professional context or area. This project will focus on an aspect of practice within your field (your tutors can help you to finalise this). For example:

- You may have identified an area of practice that could be improved, altered or investigated.
- You may wish to explore a new or emerging area of your field
- You may have an innovative idea you wish to test out or develop that would improve or contribute to practice.

2. What will I need to do?

- a. Design and Explore - You will need to undertake extensive research to produce a research proposal/ rationale for your project. This will be completed with support from your supervisor through regular meetings, development of skills through online content and seminars.
- b. Collaborate and Develop – this next stage involves weekly engagement with your supervisor and peers to develop your idea/research and complete weekly tasks
- c. Produce and Reflect – This section is where you will undertake your research and collect evidence for your idea/problem-based enquiry. There will be a focus here on subject specific guidance. In this stage you may be asked to produce blogs, resources, design boards or a business plan (cluster specific). Further details of exact requirements for this stage will be available through your tutor.
- d. Present and Share – this is the final stage of your portfolio. Here you will encouraged to present your research/findings/project. This could be via a presentation, showcase, written report or conference and will be determined by your cluster/subject.

Things to remember

- It is important that you evidence in-depth knowledge and critical understanding of your topic within your research proposal and when presenting your findings. This means reading!
- This is an independent piece of work, your tutors are there to support and advise but the responsibility of writing and researching is your own. Plan your time well right from the beginning. It may seem as if you have lots of time to complete, however, this is a significant piece of work.
- Choose a topic that interests you and an area of practice in which you are experienced. This will help to maintain your motivation and interest throughout the project.
- Keep notes and an ongoing reference list through your research and writing, you never know when you may need to read that article again.

SUPPORT AND RESPONSIBILITIES

As you commence on your project you may be required to produce two documents:

- a short research proposal which may include a background literature review, rationale, key questions/hypothesis, suggested methodology and research plan; [You may have already completed something like this as a rehearsal in previous modules on your programme. You can now use that, change it, start a new one, or if you have not done one before get support for getting one developed].
- a completed ethical considerations form (if relevant) is an important part of your project and must be completed before you start any data collection. Your tutors on this module will support you in completing an Ethics Form.

The role of the tutors will be to:

- encourage students to explore a range of possible research areas and provide support in identifying an appropriate workplace related topic where relevant, leading to the selection of a definitive research area;
- provide support during the writing of a research proposal for the intended project, including clarification of research aims and objectives and the framing of appropriate research questions;
- provide support and guidance during literature searching and writing of the literature review; including the recommendation appropriate research sources and search methods;
- provide the student with opportunities for critical discussion and argument about the key academic debates relating to the chosen topic;
- provide guidance on appropriate primary research data collection and analysis methods and help the student to develop and enhance the necessary skills
- guide the structuring and presentation of the project;
- generally support, encourage and motivate the student in their research.

The prime responsibility of the student (you) will be to:

- To engage with module material and attend meetings with your supervisor on a regular basis.
- To adhere to the Project Plan timetable and inform your supervisor of any problems.
- To submit any other required material specified by your portfolio team.
- ensure that the responsibility for the work submitted is entirely his/hers.
- arrange with the supervisor meetings and attend them.
- take the initiative to initiate and keep contact with the supervisor to ensure progress of his/her work.
- keep records of supervisory meetings, dates and summary of work, work to be undertaken for the next meeting undertaken and time used.
- take the initiative to discuss any problem arising from his/her project with his/her supervisor, such that they are resolved as early as possible.
- provide supervisors with timely, specific and clear requirements for meetings and any work offered for formative feedback (Note feedback on writing is included in the 12hr. time allocation for supervision, so students are advised to be SMART and use supervisors time for feedback wisely).
- abide by all regulations in force, in particular, regulations on plagiarism' and layout requirements.

