



**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: Gwenan Williams

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**Learner's University Registration Number:
0300696**

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	25 th March 2021
2	12 th July 2021
3	19 th July 2021
4	19 th October 2021

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.

Gwenan is developing as a professional and confident practitioner. Over the past 12 months as her mentor and line manager, I have seen significant professional growth and an increase in awareness with regards to her knowledge, skills, and continuing development. Gwenan has accessed both formal and informal supervision and attended relevant training sessions to maximise her continuing learning journey.

Applying analysis in assessment to inform interventions

Over the past 12 months, Gwenan has undertaken a number of assessments and applied analysis in assessment to inform interventions, to assess for care and support or social work intervention. She has worked with cases of increasing complexity which can be challenging for practitioners. Gwenan has gained confidence in this area and demonstrated her willingness to build on her skills.

Gwenan has identified that she would benefit from undertaking more safeguarding work and completing Section 126 enquiries, she will be encouraged to develop this area of particular interest and will have access to ongoing training that will promote her strengths and skills.

Working collaboratively with people in need of care and support, their carers and other professionals.

Collaborative working is a core principle of the Social Services and Wellbeing Act (Wales) 2014. One of the learning needs set out by Gwenan was around communication, including having difficult and sensitive conversations.

Gwenan has worked with individuals living with the complexities of self-neglect and Hoarding, she has contributed positively in multidisciplinary intervention. She has been focussed on the individuals' well-being outcomes and has sought appropriate advice and guidance from involved professionals to broaden her knowledge and understanding. The outcome has been really positive for one of her cases, with sensitive communication, slowly building trust and supporting the individual, there have been very positive results, with risks significantly reduced.

Gwenan has identified that she would benefit from attending further training regarding issues around Hoarding and Self Neglect to broaden her knowledge base and understanding.

I also completed an observed practice with Gwenan, where she demonstrated a naturally good rapport with the individual, who was clearly at ease in her company and felt listened to. Gwenan offered the individual a choice of where she would like the meeting to take place, she chose to sit outside in the sunshine, the feedback was very positive.

Intervention and application of professional judgement in increasingly complex situations

The interventions and application of professional judgement in the Social Work role in increasingly complex situations can be extremely challenging at times.

Gwenan has worked with cases of increasing complexity over the past 12 months. She has attended several MDT meetings with NHS staff to undertake the Decision Support Tool (DST) under Continuing Health Care. Gwenan stated that she has experienced power imbalance at times and initially felt intimidated in expressing her thoughts in a health led setting, however with experience she has felt more confident in her own professional judgement. Gwenan has developed her skills as a confident and professional practitioner and is able to express her

professional judgement and disagree with a decision if required and provide a rationale for her reasoning.

Gwenan has understood the importance of preparation for these complex meetings and having the necessary and relevant information to ensure the individual has a fair assessment. Gwenan has identified that she would like to further her knowledge and experience regarding Mental Health and may wish to consider AMHP Training.

Over the past 12 months Gwenan has continued to develop in her Social Work role and has worked with cases of increasing complexity, she is a professional and increasingly confident practitioner.

Gwenan regularly works on a rota as a Duty Social Worker and has demonstrated her ability to work efficiently and calmly in unpredictable situations. Gwenan is very much a team player and is a valued member of the team.

As her mentor and line manager, I am confident that Gwenan has gained the required skills to move forwards in her career.

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: Gwenan Williams

2. Learner's University Number: 0300696

Address for Correspondence:

Llys Idwal Cottage, Station Road, Llanrwst, LL26 0DS

Telephone Number: 07786136409

E-mail address: gwenwilliams3@conwy.gov.uk

Date of Professional Qualification:

Date of registration with Social Care Wales: 02/12/2019

3. Name of Learner's Agency

Agency Contact details: Conwy County Borough Council

Name:

Address:

Canolfan Crwst, Station Road, Llanrwst,

Telephone Number:

E-Mail address:

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: Iona Williams

Address:

Canolfan Crwst, School Bank Road, Llanrwst, LL26 0AR

Telephone Number: 01492 577953

E-Mail address: iona.williams@conwy.gov.uk

6. Observer details

Name: Iona Williams

Work Address: Canolfan Crwst, School Bank Road, Llanrwst, LL26 0AR

Professional Qualification and date of qualification: Diploma in Social Work 06/10/2006

Telephone number: 01492 577953

Email address: Canolfan Crwst, School Bank Road, Llanrwst, LL26 0AR

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: __Gwenan Williams _____ (Learner)

Date: _ 20/10/2023 _____

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: __ Iona Williams _____ (Observer)

Date: ____ 20/10/2023 _____

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__ Iona Williams _____ (Mentor)

Date ____ 20/10/23 _____

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:	_____ IONA WILLIMAS _____
SIGNATURE OF LINE MANAGER:	_____
DATE:	____ 20/10/23 _____

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

NAME OF SOCIAL WORKER:	____ GWENAN WILLIAMS _____
SIGNATURE OF SOCIAL WORKER:	_____
POSITION:	____ Social Worker _____
DATE:	____ 20/10/2023 _____

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	Gwenan Williams
Name of Team/Agency	Older People and Hospital Social Work
Name of Mentor	Iona Williams
Name of Line Manager	Iona Williams

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:...Gwenan Williams ... Date:.....
(Learner)

Signed:..... Print Name:...Iona Williams Date:.....
(Line Manager/Mentor)

Signed:..... Print Name:...Iona Williams Date:.....
(Mentor, if different to above)

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