



**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: Neil Wilson

Email address: neil.wilson110@gmail.com

Learner's University Registration Number: 2219669

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.

Arnstein, S. R., (1969) 'A Ladder of Citizen Participation', *Journal of the American Planning Association*, vol. 39, pp. 216-224 [Online]. Available at <https://www-tandfonline-com.ezproxy.uwtsd.ac.uk/doi/epdf/10.1080/01944366908977225?needAccess=true> (Accessed 21/9/23).

British Association of Social Workers (2023) *Code of Ethics* [Online]. Available at <https://www.basw.co.uk/about-basw/code-ethics#:~:text=Respect%20for%20human%20rights%20and,and%20dignity%20of%20all%20people> (Accessed 21/9/23).

Department for Constitutional Affairs (2007) *Mental Capacity Act 2005 Code of Practice* [Online], London, TSO (The Stationery Office). Available at <https://assets.publishing.service.gov.uk/media/5f6cc6138fa8f541f6763295/Mental-capacity-act-code-of-practice.pdf> (Accessed 29/9/23).

Eagly, A. H. (1997) 'Sex Differences in Social Behavior: Comparing Social Role Theory and Evolutionary Psychology', *The American Psychologist*, Vol. 52, No. 12, pp.1380-1383 [Online]. Available at https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=cdi_proquest_miscellaneous_79484037&context=PC&vid=44WHELP_UWTSD:44WHELP_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Primo%20Central&tab=Everything&query=any,contains,eagly%20social%20role%20theory&offset=0 (Accessed 10/10/23)

Fraser, S., and Matthews, S. (2008) 'Introduction', in Fraser, S., and Matthews, S. (ed[s]) *The Critical Practitioner in Social Work and Health Care*, London, SAGE Publications Ltd, pp. 1-7.

Maclean, S. (2016) *Social Work Theory Cards*, Kirwan Maclean Associates, Lichfield.

Social Care Wales (2017) *Code of Professional Practice for Social Care* [Online], Cardiff, Welsh Government. Available at <https://socialcare.wales/cms-assets/documents/Code-of-Professional-Practice-for-Social-Care-web-version.pdf> (Accessed 25/9/23).

Social Care Wales (2023) *Social Services and Well-being (Wales) Act 2014 – Overview* [Online]. Available at <https://socialcare.wales/resources-guidance/information-and-learning-hub/sswbact/overview> (Accessed 21/9/23).

The National Archives (2023a) *Social Services and Well-being (Wales) Act 2014 – Part 7 Safeguarding* [Online]. Available at [Social Services and Well-being \(Wales\) Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2014/12/part7) (Accessed 25/9/23).

The National Archives (2023b) *Social Services and Well-being (Wales) Act 2014 – Assessing Children* [Online]. Available at <https://www.legislation.gov.uk/anaw/2014/4/part/3/crossheading/assessing-children> (Accessed 29/9/23).

The National Archives (2023c) *Social Services and Well-being (Wales) Act 2014 – Section 135 Functions and procedures of Safeguarding Boards* [Online]. Available at <https://www.legislation.gov.uk/anaw/2014/4/section/135> (Accessed 29/9/23).

Welsh Government (2022) *More than just words: Five Year Plan 2022-27* [Online], Wales, Crown. Available at <https://www.gov.wales/sites/default/files/publications/2022-07/more-than-just-words-action-plan-2022-2027.pdf> (Accessed 21/9/23).

Wales Safeguarding Procedures (2023a) *Adult protection conference: the rationale* [Online]. Available at <https://www.safeguarding.wales/en/adu-i/adu-i-a3pt2/a3pt2-p2/> (Accessed 29/9/23).

Wales Safeguarding Procedures (2023b) *Managing immediate concerns about the safety of an adult at risk* [Online]. Available at <https://www.safeguarding.wales/en/adu-i/adu-i-a2/a2-p6/> (Accessed 25/9/23).

Wales Safeguarding Procedures (2023c) *Children and young people at risk of harm* [Online]. Available at <https://www.safeguarding.wales/en/chi-i/> (Accessed 29/9/23).

Wales Safeguarding Procedures (2023d) *Key definitions relevant to safeguarding children* [Online]. Available at <https://www.safeguarding.wales/en/chi-i/chi-i-c1/c1-p4/> (Accessed 29/9/23).

Wales Safeguarding Procedures (2023e) *Involving children in the conference* [Online]. Available at <https://www.safeguarding.wales/en/chi-i/chi-i-c3pt2/c3pt2-p5/> (Accessed 29/9/23).

Detail of Workshops Attended

Please record in the table below the dates of each consolidation programme workshop you attended.

Consolidation workshop	Date Attended
1	8/11/22
2	6/2/23
3	25/4/23
4	18/7/23

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.

Neil has been able to confidently reflect on the different roles and responsibilities of other professionals and organisations. This has helped Neil to be able to work in a more collaborative way therefore achieving the best outcomes for the adults he works with. Neil has ensured that individuals needs are at the forefront of decision making and has become confident in advocating for people that he works with.

Neil has become an analytical and reflective practitioner, very capable of critically evaluating his own practice and applying this analysis to his work with individuals. He shows good judgement and creative thinking when working with individuals. His assessments are thorough and balanced, always taking into consideration a person's feelings and wishes. He has a strong value base which has allowed him to build good relationships with individuals and become confident in trusting in his own thoughts around complex cases. He is able to communicate these effectively to individuals whether they be the adult in need or other professionals.

Neil's assessments and practice show how his professional accountability has strengthened and has his relationships with the wider multidisciplinary team such as nurses, GP's, OT's etc.

It is clear from supervision that Neil thoroughly researches and prepares his knowledge base before initial contact with individuals and professionals. In a recent discussion with Neil the individual in question had a rare condition and Neil was able to provide a good understanding

of this condition and did this without direction. This skill will allow Neil to help the individuals he works with to the best of his ability and he will be able to empathise and support appropriately.

Neil values any feedback given and has a genuine passion to develop his practice. He has a very good awareness of different styles and approaches to social work practice and through his own reflection and ongoing development he will develop his own style.

Neil's experience in the Common Access Point has no doubt helped him to manage his cases proportionately and in turn this has helped him manage his caseload effectively, managing pressure and being able to deal with unexpected crisis that may occur. In his current team the cases are very complex and the turnover is fast but Neil has still admirably maintained a person centred approach to all his assessments. As part of the long term team Neil has recognised himself that he needs to gain more experience in CHC and FNC and also there is the potential for court work around DOL's.

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: Neil Wilson

2. Learner's University Number: 2219669

Address for Correspondence: 11 Lon Irfon, Cockett, Swansea, SA2 0YA

Telephone Number: 07735251394

E-mail address: neil.wilson110@gmail.com

Date of Professional Qualification: 30/11/21

Date of registration with Social Care Wales: 22/11/21

3. Name of Learner's Agency

Agency Contact details: Swansea Council, Long Term Community West Team, Adult Services.

Name: Jackie Turner – Team Manager

Address: Guild Hall, St Helen's Road, Swansea, SA1 4PE

Telephone Number: 01792 637711

E-Mail address: Jackie.turner@swansea.gov.uk

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

Welsh only ☐ **Welsh and English** ☐ **English only** X

Mentor's details

5. Mentor's details

Name: Catherine Arnold

Address: Long Term Community West Team, Guild Hall, St Helen's Road, Swansea, SA1 4PE

Telephone Number: 01792 637711

E-Mail address: catherine.arnold@swansea.gov.uk

6. Observer details

Name: Catherine Arnold

Work Address: Long Term Community West Team, Guild Hall, St Helen's Road, Swansea, SA1 4PE

Professional Qualification and date of qualification: Post Graduate Diploma in Social Work – 2002.

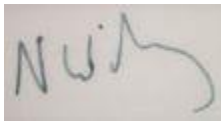
Telephone number: 01792 637711

Email address: catherine.arnold@swansea.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.

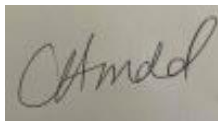


Signed: (Learner)

Date: 20/10/23

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.

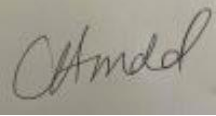


Signed: (Observer)

Date: 20/10/23

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		

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:	__JACKIE TURNER__
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:	_____
SIGNATURE OF SOCIAL WORKER:	_____
POSITION:	_____
DATE:	_____

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	Neil Wilson
Name of Team/Agency	Long Term Community West Team, Swansea Council
Name of Mentor	Catherine Arnold
Name of Line Manager	Jackie Turner

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.

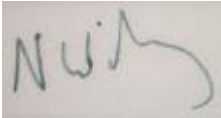
Completion and submission of portfolio

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:
(Learner)

Print Name: Neil Wilson

Date: 20/10/23

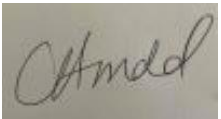


Signed:.....

(Line Manager/Mentor)

... Print Name: Jackie Turner

Date: 20/10/23



Signed:

(Mentor, if different to above)

Print Name: Catherine Arnold Date: 20/10/23

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