



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

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

**WALES ACADEMY OF PROFESSIONAL PRACTICE
AND APPLIED RESEARCH**

Portfolio Guidance

The portfolio consists of 5 individual documents and you will find the templates located on your Moodle page.

Please read these notes carefully. They provide essential information. The documents you will use in developing your portfolio are on the following pages.

What is the portfolio for?

The purpose of this portfolio is to enable learners to demonstrate and provide evidence of how they meet the learning outcomes set by Social Care Wales for the Consolidation programme, including:

- applying analysis in assessment to inform interventions;
- working collaboratively with people in need of care and support, their carers and other professionals;
- intervention and application of professional judgement in increasingly complex situations.

Learner and employer learning agreement

At the end of the Portfolio (see template 'BMPF6044_Reference List and other information'), you will find a blank copy of a learning agreement that you need to read, discuss and agree with your mentor/line-manager. Once the agreement has been signed, replace it in the correct section of the portfolio.

How should the Portfolio be presented?

The material you write to include in the portfolio must be typed. Information about this can be found in the Programme Handbook. **The portfolio consists of 5 individual documents and you will find the templates located on your Moodle page.**

Each of the 5 templates must be submitted electronically to Turnitin using the appropriate submission links. All sections must be complete at the point of submission.

How to Submit your Portfolio

Each of the 5 sections of the portfolio is submitted electronically by sending a Word document **only** through the University's Moodle system (PDFs will not be accepted by Moodle). **A second copy** as a PDF document that includes all the required signatures must be submitted to the Local Authority Training Coordinator/Manager. Please see '*FAQ How to submit your portfolio*' on Moodle for further details.

How is the Portfolio assessed?

During the programme, advice and support about the development of your portfolio will be provided as part of four mandatory Consolidation workshops and by your mentor. Guidance on all aspects of the work you are undertaking to develop the portfolio will be provided as part of these workshops. Wherever possible the programme will try to ensure that staff who may have

delivered training to you during the Consolidation workshops will not be involved in marking of your portfolio after submission. Portfolios are marked by appropriately qualified staff who are usually from outside of your own employing organisation.

Submission of a Mentor's report together with Line Manager's verification is a compulsory requirement of the submission. Failure to include a signed Mentor's report together with Line Manager's verification will result in failure of the programme. The Mentor's report together with the Line Manager's verification will provide evidence of Professional Practice and professional supervision and observations that has been undertaken whilst following the Graduate Certificate in the Consolidation of Social Work practice pathway, which is equivalent to 7,000 words.

Dates of portfolio submission will normally be made available at induction, at consolidation workshops and posted on Moodle.

Confidentiality

It is important that no individual can be identified either directly or indirectly from the information in the portfolio. You must:

- adhere to guidance in the Programme Handbook about confidentiality;
- not identify your Local Authority/employer by name or by associating any geographical, physical or other feature which might enable it to be identified. This includes reference in the bibliography to policies e.g. please use 'xxx authority policy';
- not identify any individual using services by name e.g. people in need of care and support and their carers. Instead you must use numbers e.g. 1, 2, 3 etc. and **not letters**;
- not write information that enables any individuals in need of care and support and/or their carers to be identified indirectly through the description you provide. This includes references to names, colleagues, places (including hospitals, schools, town, villages, streets) specific incidents which might enable identification due to past publicity, other professionals or any other personal information including specific medical or other conditions;
- take personal responsibility for adhering to confidentiality rules. Although guidance will be provided at consolidation workshops about your portfolio, it is the learner's responsibility to ensure the portfolio adheres to the confidentiality requirements stated in the handbook and as detailed above.

Remember that the Portfolio is YOUR responsibility. You must not rely on anyone else to pick up any confidentiality breaches as this is your work and you must accept full responsibility for confidentiality. Meeting all the confidentiality requirements is very important and breaches of the confidentiality rules may incur a penalty including a deduction of marks or a fail. Please see handbook for details.

Dyslexia and other special circumstances

If you have any additional learning support needs that you feel may affect your ability to deal with any part of the programme, please contact your training department immediately to discuss any additional support that may be needed. The University has a Student Services Unit that may be able to help, but ***it is the learner's individual responsibility to contact them.***

Summary

Graduate Certificate in Consolidation of Social Work Practice - Learner Portfolio

Guidance:

- *your portfolio must contain all the items below ;*
- *you must use the appropriate template to insert your text within each section;*
- *please make sure the Signatures page is fully completed before submission in the PDF version that is submitted to your local authority training co-ordinator/manager.*

Contents:

Topic	Task no.	Which template to use
Developmental Review	1 (a)	BMPF6044_Task 1
Observation and feedback	2	BMPF6044_Task 2
Safeguarding and working in complex situations – Case Study	3	BMPF6044_Task 3
Safeguarding in an area that is not your main area of work	4	BMPF6044_Task 4
Developmental Review	1 (b)	BMPF6044_Task 1
Reference List		BMPF6044_Reference list and other information
Details of Workshops Attended		BMPF6044_Reference list and other information
Mentor's Report		BMPF6044_Reference list and other information
Learner details		BMPF6044_Reference list and other information
Signatures and Line manager verification		BMPF6044_Reference list and other information
Learner and Employer Learning Agreement		BMPF6044_Reference list and other information