



**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: Chloe Coleman

**Email address: Chloe.Coleman@swansea.gov.uk
2417771@student.uwtsd.ac.uk**

**Learner's University Registration Number:
2417771**

Cohort: 21 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	November 25 th 2024
2	February 11 th 2025
3	April 8 th 2025
4	August 28 th 2025

Notes: 25th November attended with Carmarthenshire Council. 28th August attended 1-1 due to sickness on scheduled workshop.

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.

As a case manager, Chloe was required to undertake assessments on a regular basis. Chloe completed a number of assessments, from prevention to more complex assessments for young people requiring court orders. Chloe displayed a range of assessment skills and was able to gather information from a range of sources and then analyse complex, and often differing, viewpoints. Chloe was able to input the information on to computer-based systems in order to inform panel and court reports. The information she collated allowed her to think about, and plan, the right interventions based on need.

When delivering interventions, Chloe would collaborate well with the young people, families and carers and would complete plans with young people around their interventions. Chloe also developed safety plans with families in order to keep young people safe in the home and the community. Chloe has referred to an intervention in relation to a case involving harmful sexual behaviour in Task 1A and, even though she stated that she felt unprepared for the case, she displayed strong assessment and intervention skills. Chloe was organised when delivering the intervention through completing research and accessing internal resources, she also communicated well with the child and the family.

Chloe was often exposed to complex situations and would always seek guidance and support when completing reports or thinking about interventions. Throughout her employment, I witnessed Chloe become more confident in her decision making although would still always check in about any decisions. Chloe was also very reflective and would learn from all complex situations.

Chloe accessed a range of training opportunities, and I feel that she became a great deal more confident as her time progressed.

I observed Chloe completing a supervision with a foster carer and sought feedback from the foster carer afterwards. The foster carer provided positive feedback and there were no concerns in respect of Chloe's practice or communication. Chloe demonstrated the ability to work collaboratively with the foster carer. Chloe reassured the foster carer that she was doing a great job at meeting the foster child's needs despite the challenges she was experiencing with her daughter. Chloe agreed clear actions and arranged a date for the next supervision.

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: Chloe Coleman

2. Learner's University Number: 2417771

Address for Correspondence:

1141 Neath Road, Swansea, SA6 8JW

Telephone Number: 07955686773

E-mail address: Chloe.Coleman@swansea.gov.uk 2417771@student.uwtsd.ac.uk

Date of Professional Qualification: 15th September 2023

Date of registration with Social Care Wales: 15th September 2023

3. Name of Learner's Agency

~~Agency Contact details:~~

~~Name: Swansea Youth Justice Service~~

~~Address: Swansea Youth Justice Service, Dynevor Centre, Dynevor Place, Swansea, SA1 3ET~~

~~Telephone Number: 01792 467 324~~

~~E-Mail address: Louisa.Jones@swansea.gov.uk~~

~~Name: Home First Hospital Social Work Team~~

~~Address: Heol Maes Eglwys, Swansea, SA6 6NL~~

Telephone Number: 01792 703181

E-Mail address: Amanda.George@swansea.gov.uk

Name: Foster Wales Swansea

Address: Swansea Guildhall, 12 Guildhall Road N, Swansea, SA1 4PE.

Telephone Number: 01792 635180

E-Mail address: Bethan.Hughes2@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: Rachael Godwin

Address: Swansea Youth Justice Service, Dynevor Place, SA1 3ET

Telephone Number: 07887 055167

E-Mail address: rachael.godwin@swansea.gov.uk

Mentor's details

Name: Catherine Andrews

Address: Swansea Guildhall, 12 Guildhall Road N, Swansea, SA1 4PE.

Telephone Number: 01792 635180

E-Mail address: Catherine.Andrews@swansea.gov.uk

6. Observer details

Name: Catherine Andrews

Work Address: Foster Wales Swansea, Swansea Guildhall, 12 Guildhall Road N, Swansea, SA1 4PE

Professional Qualification and date of qualification: BSc Social Work 2013

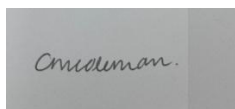
Telephone number: 01792 635180

Email address: Catherine.Andrews@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: 23/09/2025

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: *Catherine Andrews* (Observer)

Date: 1/10/2025

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.

R. E. Godwin

Signed:

Date: 1/10/2025

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: *Catharine Andrews*

Date: 1/10/2025

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: CATHERINE ANDREWS (SENIOR SOCIAL WORKER)

SIGNATURE OF LINE MANAGER: 

DATE: 1/10/2025

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	Chloe Coleman
Name of Team/Agency	Swansea Youth Justice Service Swansea Home First Social Work Team Foster Wales Swansea
Name of Mentor	Rachael Godwin Joanna Slee Catherine Andrews
Name of Line Manager	Rachael Godwin Joanna Slee Catherine Andrews

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:

- Collect, process, store, analyse or disclose personal data in accordance with its obligations under the UK GDPR and Data Protection Act 2018.
- 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;
- seek support from UWTSD Student Services when appropriate in relation to matters of learning support.
- 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).
- allow their employer and Porth Agored (or any of their commissioned providers), the University of Wales, Trinity St David and Social Care Wales (or any of their commissioned providers) to share with each other, any and all information that comprises the application form or any other data provided as and when appropriate, including, but not limited to, information about progress on the programme, results or comments about the portfolio. Such data may be processed, stored, shared, analysed and reported for administration, monitoring, review and quality assurance of the Graduate Certificate programme or ongoing professional registration purposes.

NB. Data Protection: We need to process your personal data because gaining this qualification is a mandatory part of maintaining your registration with Social Care Wales. Employers have linked this to your contract of employment. Using and sharing your data between your employer, Porth Agored and the University of Wales Trinity Saint David is therefore necessary for performance of the contract between you and your employer. We will not disclose your data to any other organisation other than those mentioned above without your permission, unless we are required by law, or Social Care Wales regulations to do so. We will tell you if this happens, unless we are legally prevented from doing so. We will ensure that our collection, processing and storage of data is as transparent as possible and in accordance with Data Protection principles. We produce a comprehensive Privacy Statement which will be made available to all learners on Moodle.

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.

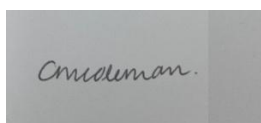
Completion and submission of portfolio

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: Chloe Coleman Date: 23/09/2025



Signed: (Line Manager/Mentor) Print Name: Rachael Godwin Date: 1/10/2025

Signed: .. Catherine Andrews Print Name: Catherine Andrews Date: 1/10/2025.
(Line Manager/Mentor)

Signed:..... Print Name:.....Date:.....

(Mentor, if different to above)

PLEASE FORWARD A SIGNED COPY OF THIS LEARNING AGREEMENT TO YOUR TRAINING COORDINATOR WITHIN ONE MONTH OF YOUR INDUCTION.