# PORTFOLIO FRONT SHEET

| **Student** |  |
| **Practice Educator** |  |
| **Name of Placement / Agency** |  |
| **Practice supervisor (if applicable)** |  |
| **University Placement Tutor** |  |
| **Placement Level** | First Placement  
Final Placement  
_(delete as appropriate)_ |
| **Start Date of Placement** |  |
| **End Date of Placement** |  |
| **Number of Days of Placement** |  |
| **Date of Portfolio Submission** |  |
| **Recommendation of Practice Educator** | PASS  
FAIL  
_(delete as appropriate)_ |
Professional Capabilities Framework

The purpose of the portfolio is to allow the student to demonstrate that, by the end of the placement, they are able to practise capably and have achieved the standards set out in the Professional Capabilities Framework (PCF) for Social Work at the required level for the placement undertaken (PCF End of First Placement/PCF End of Final Placement levels). The relevant level must be demonstrated to achieve a Pass for the placement.

The Professional Capabilities Framework are outcome statements that set out what a student social worker must know, understand and be able to do in order to progress and complete the level. At final placement level, they are also what employers require of newly qualified social workers on entering employment and commencing the Assessed and Supported Year in Employment (ASYE). The Professional Capabilities Framework forms the basis of the assessment in both practice placements.

All portfolio items completed by the student must be typed. Items completed by the practice educator, practice supervisor or the university tutor may be hand written, with the exception of the Direct Observations and the Final Placement Report. Each portfolio item provides students with the opportunity to demonstrate capability in specific areas of work.

The portfolio is designed to be a working document used regularly throughout the placement by the student and the practice educator to set out and review learning outcomes for the placement, to record assessments and to review progress and achievement in line with the principles of progressive assessment. At the end of the placement, the portfolio will be submitted for assessment.

Students are required to keep a copy of all portfolio contents. It is advised that students do this incrementally as each placement progresses. It is the student’s responsibility to ensure that the portfolio is completed and she/he is expected to be pro-active in presenting evidence for assessment.

Evidence for assessment will include:

- Critical Reflection of Learning on Placement
- Three capable direct observations of practice
- Three pieces of service user or carer feedback
- Colleague feedback
- Mid-point review report
- Practice educator’s report
- Practice supervisor’s report (if applicable)
- Student’s response to practice educator’s report

This document should be read in conjunction with the University Practice Placement Guide and the Professional Capabilities Framework (The College of Social Work) and the HCPC Guidance on Conduct and Ethics for Students and Standards of Proficiency for Social Workers in England.
Confidentiality

In the course of each placement the student will gather potentially sensitive information, and it is essential therefore that all identifying features of service users and carers, including names, addresses and dates of birth, are fully anonymised in the portfolio. Guidance on confidentiality will be given in the preparation for placement sessions provided in the University. Students are strongly advised to check all work in the portfolio carefully as any breaches of confidentiality will incur very serious penalties. Students are referred to the HCPC ‘Guidance on Conduct and Ethics for Students’, particularly Point 2 (p.9). Students must exercise great care in deleting or obscuring details that may identify service users or carers. Students must ensure that it is not possible for anyone to read these details. This confidentiality statement must be signed and included in the portfolio in relation to both practice placements. Portfolios must be stored carefully and securely at all times.

Confidentiality Statement

To protect the privacy and interests of those concerned, care has been taken to erase all names of service users and their families and carers. Other forms of identification, including parts or all of addresses, particular establishments, teams and agencies, and full dates of birth have also been erased. Individual cases can still be distinguished by the use of letters or numbers (e.g. Case A or Case 1) instead of names.

Name of Student: ........................................................................................................................................

Signed: ......................................................................................................................................................

Date: ..........................................................................................................................................................
**Disclosure and Barring Service Disclosure Statement**

This is to certify that the University has undertaken a full DBS (previously CRB) check at enhanced level on the student named below.

In the case of this particular student, the check was clear, or there were no disclosures sufficient to warrant dismissal from the programme.

The results of the check are, therefore, satisfactory and the individual was judged suitable for professional social work training.

The Data Protection Act (1998) prevents the university from keeping copies of the DBS check for more than a limited period of time, but the student named below has been advised to keep their own copy and make this available to the placement agency, if required.

The student named below confirms that there have been no further cautions or convictions subsequent to the receipt of the DBS disclosure and that the student is not currently subject to any criminal investigation.

**Name of Student:** ………………………………………………………………………………………………

**Signed:** …………………………………………………………………………………………………………

**Date:** ……………………………………………………………………………………………………………