# CYU506 Assessment Part 2 – Portfolio Narrative and 3-Way Meeting

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|  | **Advertised deadlines:** | **Amended Deadlines** |
| ~~8~~~~th~~ ~~May 2023~~  **9th** May 2023 | **Summative Portfolio** | CYU506 Pt 2 – **Portfolio narrative**  – submit on MyCYM, and send to LM and PT (even though the portfolio might not be complete) Arrange 3-way meeting / V*iva* |
| 22nd May 2023 | CYU505 Assignment | CYU505 Assignment No change |
| 5th Jun 2023 | CYU506 Pt 2  **Portfolio narrative** | **Summative Portfolio**  Include notes from 3-way meeting / V*iva* (LM & PT feedback sheet) |
| 12th Jun 2023 | CYU506 Pt 1  Reflective Assignment (module essay) | CYU506 Pt 1  Reflective Assignment  No change |

## Assignment Guidance - **Pathway Students**

Produce a written report, audio recording or video recording of a reflection on your Year 2 Portfolio. This should reflect on your progress over the last two years in relation to Competencies 1,2 and 3 and should reference parts of your Portfolio as evidence, as well as key theory and theology which underpins your approach to ministry. It should also outline what you feel your targets for future development are in these three Competencies.

This **Portfolio Narrative** should be **submitted on MyCYM** as the CYU506 Pt 2 assignment as well as being emailed to your Line Manager and Practice Tutor on the same day. This narrative is used as a basis for a 3-way meeting or *Viva (viva voce – by voice – a spoken assignment). Y*ou must arrange to discuss your progress and targets for future development. This 3-way meeting, or *viva* will follow the structure outline below.

Your Line Manager and Practice Tutor will produce a report at the end of the meeting, *both of which are* is inserted in your Summative Portfolio as the ‘Notes from mid-year 3 way meeting’. The Practice Tutor will give an academic grade for your Portfolio Narrative and the *viva* which is 40% of the module mark for CYU506.

The *viva* must be recorded by you and saved in a shared file that we can access, and a link to the video recording should be submitted in your portfolio alongside the Line Manager and Practice Tutor reports, to enable academic moderation to take place.

***Viva* Structure**

Students must submit their Portfolio Narrative to their Line Manager and Practice Tutor at least 48 hours before the meeting.

**Student Presentation**

Students are given between 5 and 10 minutes to present a summary of their development over the last two years. You should highlight key areas of learning as well as areas for development. You can make reference to the Portfolio Narrative but do not need to repeat it. You could, for example, use your portfolio self-assessment as a basis for this but are not bound to that.

***Viva* Questions.**

Following your presentation the Practice Tutor and Line Manager will take turns asking the following questions which may lead on to discussion. The intention is not to catch you out but to support you in a reflective process:

**Summative Question Framework:**

1. Which Pathway are you on – can you explain your understanding of what that pathway is all about.   
   For example, what are the key purposes of Children and Family Ministry.
2. How has your understanding of *yourself* as a practitioner on that pathway changed over the course of your studies?   
   In other words, how have you grown and developed holistically as a practitioner?
3. What key theoretical and theological perspectives or models are integral to your practice and underpin your approach to ministry?
4. Which of the six competencies do you feel is your strength – can you give examples to illustrate this? (You are not limited to Competencies 1-3 in your answer)
5. Which of the six competencies do you feel is an area you have most growing still to do? What can you do to develop in this area over the next 12 months.  
   Lead on to discussion with LM & PT about opportunities, including Alternative Practice Agencies.
6. 'What has been the most challenging/rewarding experience in your practice over the last 2 years and what learning did you achieve through this experience'?

**Marking and Feedback**

Your Line Manager and Practice Tutor will both complete the *Level 5 Presentation and Viva Assessment Sheet* based on your Portfolio Narrative and the *Viva*. The Practice Tutor will give an academic grade for your Portfolio Narrative and the *viva* which is 40% of the module mark for CYU506.

Feedback sheets are included in your portfolio as ‘notes from a 3-way meeting’ and should also be submitted directly to CYM.

## Assignment Guidance – **Non-pathway Students**

Students not pursuing a pathway degree should follow the same principles as above, but are not bound by the CYM Competence framework – it might serve as a useful guide for you as it follows the pattern of modules during this year.

Produce a **Written Report**, audio recording or video recording of a reflection on your personal and academic development over the last two years. This could be based on Competencies 1,2 and 3 but this is not necessary. You should reference key theory and theology which underpins your learning. It should also outline what you feel your targets for future development.

Your report is submitted on MyCYM as the CYU506 Pt 2 assignment. You must arrange a 2-way meeting with your Year Tutor to discuss your progress and targets for future development. This 2-way meeting, or *viva* will follow the structure outline below.

The 2-way meeting must be recorded and a link to the video recording should be emailed to Robin Smithto enable academic moderation to take place.

The Year Tutor will give an academic grade for your Portfolio Narrative and the *viva* which is 40% of the module mark for CYU506. The Year Tutor will record the discussion to enable academic moderation to take place.

***Viva* Structure**

Students must submit their written report to their Year Tutor at least 48 hours before the meeting.

**Student Presentation**

Students are given between 5 and 10 minutes to present a summary of their development over the last two years. You should highlight key areas of learning as well as areas for development. You can make reference to the written report but do not need to repeat it.

***Viva* Questions.**

Following your presentation the Year Tutor will ask the following questions which may lead on to discussion. The intention is not to catch you out but to support you in a reflective process:

**Summative Question Framework:**

1. How has your understanding of *yourself* changed over the course of your studies?
2. What key theoretical and theological perspectives or models have been most significant in your development?
3. What strengths do you have in relation to ministry – can you give examples to illustrate this? This can be based on current practice or intended future practice.
4. Which areas you have most growing still to do? What can you do to develop in this area over the next 12 months.
5. What has been the most challenging/rewarding experience over the last 2 years and what learning did you achieve through this experience'?

**Marking and Feedback**

Your Year Tutor will complete the *Level 5 Presentation and Viva Assessment Sheet* based on your Written Report and the *Viva*. The Practice Tutor will give an academic grade for your Written Report and the *viva* which is 40% of the module mark for CYU506.