# Christmas Submission Year 2 Professional Practice Portfolio Guidelines for Students

At the Christmas assessment, you are required to submit Competence 4.

## Self Assessment

You are asked to complete a self-assessment, reflecting on all the Year 1 and 2 competencies. Please indicate by a cross on the line, where, in your opinion, you are in terms of the competence at the intermediate level. We are aware that you have not yet completed some of the modules which provide some of the underpinning knowledge and understanding, so don’t be concerned if you are currently not able to demonstrate all the elements. You should also comment on your strengths and areas where you wish to develop. See submission checklist for where to place the self-assessment in the portfolio.

This is not a formal assessment, but gives a clear indication of your professional and academic progress. Your PT will indicate on a scale whether you are **on target** or **not on target** to demonstrate the competences by the end of the year. If you are deemed to be **not on target**, you will work with your PT to put in place an action plan to meet shortcomings by the end of the year.

## Level

By the end of the intermediate level module students are expected to demonstrate knowledge and understanding of all the competencies and to apply them in a range of contexts. This will include non-routine tasks and some individual responsibility and autonomy. They will assist with a range of duties including supporting individuals, facilitating groups and developing learning opportunities. They will demonstrate a commitment to professional and ministerial principles and values.

## Deadline

The deadline for submission is **Wednesday 16th December.**

**The Portfolio should be emailed to your PT in one PDF file**, who will mark it and take it to the Regional Centre Parity meeting. (See instructions below) Portfolios should also be copied to the Administrator in your Regional Centre.

## Professional Fails and Attendance

You are reminded that failure to attend tutorials or to complete work as required by the Professional Practice Handbook or any other unprofessional behaviour could result in you failing professionally.

Full attendance at all taught sessions, professional practice tutorials and PFGs is both a university requirement and Regional Centre expectation in order to gain the maximum benefit from the course and to contribute to peer learning (a minimum attendance of 80% is a requirement of the professional validation body). The nature of the course means that each teaching session is vital. If you are unavoidably absent from any part of the course, you should inform the Regional Centre. More than 20% of unauthorized absence may lead to you being withdrawn from the module in question. If you are withdrawn from a module you will normally then have to retake the module the following year with full attendance. Failure to hit the required 80% attendance in any module, for professional practice tutorials or FGs may also lead to you failing professionally because you have not demonstrated your capacity to act in an appropriately professional manner.

## Feedback

Following the assessment process there will be an opportunity for you to receive feedback in a session with your Practice Tutor. In addition, feedback may take place at the term 2 three-way meeting.

## Submission Content Checklist

Portfolios demonstrate a student’s professional skills and should therefore be professionally presented. For the Christmas assessment, student must submit the following as **one PDF file,** in the following order:

|  |
| --- |
| * Signed Submission Sheet and Ethical Statement

Ethical Statement completed by student * Signed timesheets from main agency. It is acceptable to have only the final timesheet signed confirming the total number of hours completed this term.
* Comp 4 Grid
* Comp 4 Directed Task
* Comp 4 Observation
* Session/Lesson Plan developed for observation exploring relevant social issues, with introductory sheet
* Second Alternative Placement Proposal Form
* 500 word theological reflection on inclusion, participation and community
* Formation Group Tutor’s Assessment at Christmas submission
* Student Self-Assessment at Christmas submission on Competences 1, 2, 3, 4, 5 & 6
* Line Manager’s Assessment at Christmas submission on Competences 4, 5 & 6
* First Alternative Agency Proposal (if not submitted at the end of 1st Year)
* First Alternative Agency Timesheets & Line Manager’s Appraisal (if completed)
* Work which has been marked by the Practice Tutor and subsequently rewritten should be included last in the PDF.
 |

Please also note the following guidelines:

* Work should be single line spaced.
* Word counts should be noted at the bottom of the directed task, reflective journal and introductory sheets.
* There should be a grid at the beginning of each competence, which should indicate which competence element has been demonstrated in each piece of work submitted.
* Each reflective journal and directed task should be properly cited and have its own Bibliography.

**Recommended guidance on producing one PDF file**

After feedback from students and Practice Tutors last academic year, it was evident that Dropbox presented many problems. As a result, students are now asked to present their portfolio as one single PDF – see instructions below:

**Stage 1**

* All the different components of your portfolio start as various Word documents that you download from myCYM.
* At stage 1, all the components of your portfolio are in various Word documents.

**Stage 2**

* Once each Word document is complete, convert it to PDF. You can do this via the ‘Save As’ or ‘Print’ menus in Word, or ‘Download’ in Google Docs.
* Now all your Portfolio components are in separate PDF documents.
* To view PDF files on your computer, you will need to download ‘Adobe Reader DC’, which is free software to download.

**Stage 3**

* Combining separate PDFs into one PDF document can be achieved in a number of ways depending on whether you have a Windows or Mac based device. See the following WikiHow link which outlines a number of possible options: <https://www.wikihow.com/Merge-PDF-Files>
	+ Windows based systems – download the free app [‘PDF Merger & Splitter’](https://www.microsoft.com/en-us/p/pdf-merger-splitter-free-pdf-splitter-to-extract-pdf-and-combine-pdf/9p4tcns9h432?activetab=pivot:overviewtab).
	+ Mac based systems – use the Preview app.
	+ Online solutions – if you Google ‘combining PDFs’ you see a range of free websites who can produce a single PDF for you. Upload all your PDFs and download a combined version. MCYM has created a video on how to merge PDFs online for your portfolio [here](https://youtu.be/WuPABUwy9qo).
* If you decide to use a website to combine your PDFs, ensure that you first check that you are happy with their retention and sharing policy. CYM will not do this for you.
* When combining your PDFs, ensure the order that they appear matches the submission checklist.
* Now your Portfolio components are all in one PDF. Email this to your Practice Tutor by the submission deadline.

# Grid for Competence 4 (Christmas Submission)

This grid should be completed and included at the beginning of the competence to indicate which competence elements have been demonstrated in which piece of work.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competence Element** | **a** | **b** | **c** | **d** | **e** | **f** |
| **Directed Task**  |  |  |  |  |  |  |
| **Evidence of Practice 1****(Observation)** |  |  |  |  |  |  |
| **Evidence of Practice 2****(Session/lesson plan)** |  |  |  |  |  |  |
| **Evidence of Practice 3****(2nd alternative placement proposal form)** |  |  |  |  |  |  |
| **Evidence of Practice 4****(500 word theological reflection)** |  |  |  |  |  |  |
| **Evidence of Practice 5** **(PFG Tutor’s Assessment at Christmas)** |  |  |  |  |  |  |
| **Evidence of Practice 6** **(Student self-assessment on Competences 1-6 at Christmas submission)** |  |  |  |  |  |  |
| **Evidence of Practice 7****(Line Manager’s Assessment on Competences 4-6 at Christmas submission)** |  |  |  |  |  |  |