

End of Year Submission Year 2 Professional Practice Portfolio Guidelines for Students

Submission requirements

At the end of year assessment, you are required to submit Competence 5 and 6.

Competence 4 should only be resubmitted at end of year:

- If the student's Competence 4 submission failed at Christmas submission
- If the student has made changes to Competence 4 and wants it re-marked

Otherwise the mark given at Christmas submission will stand.

Extensions are available for extenuating circumstances as normal.

Deadline

The student's deadline for submission is **Friday 21st May 2021.**

The portfolio should be emailed to your PT as separate PDF files – one for timesheets and each competence area (i.e. up to four separate PDF files). PDF files should be copied to the Administrator in your Regional Centre. After the deadline, your Practice Tutor will mark your portfolio followed by a parity process.

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 More than 20% of unauthorized absence may lead to you being withdrawn from the module in question. If you are withdrawn from a module you will normally then have to retake the module the following year with full attendance.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.

Submission Content Checklist

Portfolios demonstrate a student's professional skills and should therefore be professionally presented. For the end of year assessment, students should submit their portfolio as separate PDF files – one for timesheets and each competence area (i.e. up to four separate PDF files).

Submit as one PDF file: Signed timesheets from main agency (from September)

See note about timesheets below.

It is acceptable to have only the final timesheet signed confirming the total number of hours completed this academic year.

Submit as one PDF file: Competence 4*

*Competence 4 should only be resubmitted at end of year:

- If the student's Competence 4 submission failed at Christmas submission
- If the student has made changes to Competence 4 and wants it re-marked

Otherwise the mark given at Christmas submission will stand.

- Signed Submission Sheet and Ethical Statement
Ethical Statement completed by student
- Comp 4 Grid (indicating which competence elements have been demonstrated)
- Comp 4 Directed Task
- Comp 4 Observation
- Session/Lesson Plan developed for observation exploring relevant social issues, with introductory sheet
- Alternative Placement Proposal Form (if not completed or out of date)
- 500 word theological reflection on inclusion, participation and community
- Student Self-Assessment at end of year submission on Competence 4 alongside those submitted at Christmas submission
- Line Manager's Assessment at end of year submission on Competence 4 alongside those submitted at Christmas submission
- Work which has been marked by the Practice Tutor and subsequently rewritten should be included last in the PDF.

Submit as one PDF file: Competence 5 (submitted at Spring Submission)

- Signed 'Submission Sheet and Ethical Statement'
Ethical Statement completed and signed by student
- Comp 5 Grid (indicating which competence elements have been demonstrated)
- Comp 5 Directed Task
- Comp 5 Reflective Journal
- Comp 5 Observation
- Materials for new volunteers, with introductory sheet
- Flow chart or timeline, with evaluation

- Three examples of professional presentation/administration skills, with introductory sheet
- Student Self-Assessment at end of year submission on Competence 5 alongside those submitted at Christmas submission
- Line Manager's Assessment at end of year submission on Competence 5 alongside those submitted at Christmas submission
- Work which has been marked by the Practice Tutor and subsequently rewritten should be submitted in a separate section at the back of the folder.

Submit as one PDF file: Competence 6

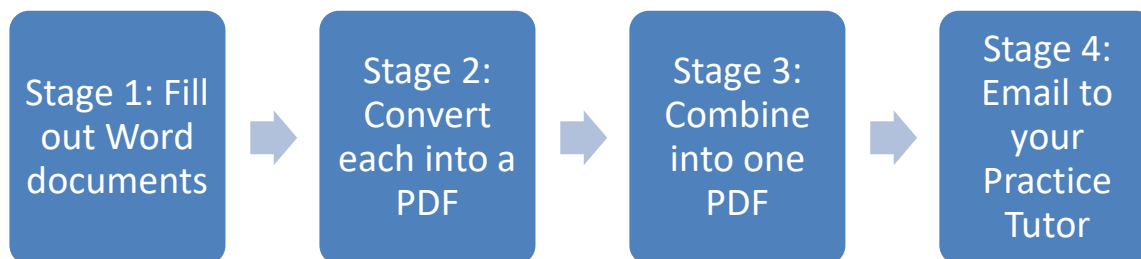
- Signed 'Submission Sheet and Ethical Statement'
Ethical Statement completed and signed by student
- Comp 6 Grid (indicating which competence elements have been demonstrated)
- Comp 6 Directed Task
- Comp 6 Reflective Journal
- Comp 6 Observation
- Reflection on spiritual discipline or approach
- Action plan, with introductory sheet
- Reflection on calling and vocation
- Formation Group Tutor's Assessment at end of year submission alongside those submitted at Christmas submission
- Student Self-Assessments for Competence 1, 2 and 3 from end of year submission alongside those submitted at Christmas submission
- Student Self-Assessment at end of year submission on Competence 6 alongside those submitted at Christmas submission
- Line Manager's Assessment at end of year submission on Competence 6 alongside those submitted at Christmas submission
- Alternative Agency Timesheets (if started or completed)
- Alternative Agency Line Manager's Appraisal (if completed)
- Work which has been marked by the Practice Tutor and subsequently rewritten should be submitted in a separate section at the back of the folder.

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 a PDF file

Students are asked to present timesheets and each competence area as separate PDF files – one for timesheets and each competence area (i.e. up to four separate PDF files). 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](#)'.
 - 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](#).
- 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.

Timesheets

The Professional Practice handbook states that a minimum of 364 hours must be undertaken in the main agency, with at least 182 hours face-to-face with young people in order to pass the module.

Timesheets from September until end of year submission (or when the student's placement was terminated due to the COVID-19 pandemic) should be merged into one PDF file.

Students need to provide evidence from the line manager that hours in the main placement have been undertaken. Evidence should be included in the timesheets PDF and could be:

- A photograph of the last timesheet signed by the line manager
- An email or a photograph of a signed statement from the line manager stating that the hours in the timesheets have been completed

Please note: If students have not undertaken 182 hours face-to-face with young people or 364 hours overall in their placement, surplus hours from timesheets in Year 1 can be used. Students in this category, need to include evidence of Year 1 hours in their timesheets PDF (i.e. a photograph of the last timesheet in Year 1 showing total hours completed that year. Note there needs to be evidence from the line manager that the hours recorded in the Year 1 timesheet have been completed, such as a signature or email from the line manager).

If current Year 2 students do not have sufficient surplus hours from Year 1, incomplete hours can be carried forward into Year 3.

In any of these cases, please notify your local Professional Practice Coordinator – Joe McKeown or Graham Bright by email.

Alternative Practice Agency

Year 2 students should submit what they have completed to date in their alternative placement in their portfolio at end of year submission in the Competence 6 PDF file. Any incomplete hours and forms will be carried forward into Year 3.

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. You should also comment on your strengths and areas where you wish to develop. Please complete this self-assessment as fully and specifically as possible as it provides evidence of your self-awareness, learning and professional development, and forms part of the basis of the "reflective practice" section of the feedback sheet.