# Spring Submission Year 2 Professional Practice Portfolio Guidelines for Students

At Spring submission, you are required to submit Competence 5.

## Feedback

This is not a formal assessment, but monitors your professional and academic progress. Following Spring submission, you will **not** receive an academic grade for Competence 5 but your PT will give you feedback and 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.

## Deadline

The student’s deadline for submission is **Friday 26th March 2021.**

**The Portfolio should be emailed to your PT in one PDF file**. The PDF file should 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 More than 20% of unauthorized absence may lead to you being withdrawn from the module in question. If you are withdrawn from a module you will normally then have to retake the module the following year with full attendance.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.

## Submission Content Checklist

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

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

Ethical Statement completed and signed 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 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
* 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.
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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**

Students are 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 5 (Spring 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** | **g** |
| **Directed Task**  |  |  |  |  |  |  |  |
| **Reflective Journal**  |  |  |  |  |  |  |  |
| **Evidence of Practice 1****(Observation)** |  |  |  |  |  |  |  |
| **Evidence of Practice 2****(Materials for new volunteers)** |  |  |  |  |  |  |  |
| **Evidence of Practice 3****(Flow chart/timeline of volunteer management)** |  |  |  |  |  |  |  |
| **Evidence of Practice 4****(Three examples of professional presentation & administration skills)** |  |  |  |  |  |  |  |
| **Evidence of Practice 5****(Student self-assessment on Competence 5 at Christmas submission)** |  |  |  |  |  |  |  |
| **Evidence of Practice 6****(Line Manager’s Assessment on Competence 5 at Christmas submission)** |  |  |  |  |  |  |  |