# Spring Submission Year 2 Assessment Materials for PTs

**Context and purpose of Spring submission**

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

This is not a formal assessment, but aims to give clear feedback to the student concerning areas for improvement and an indication of professional and academic progress towards demonstrating the competences by the end of year submission. Following feedback, students will have time to improve their written work for end of year submission if they wish to do so.

Your assessment at this stage provides an indication whether the student is “on target” or “not on target” to pass at the end of the academic year. It will also provide helpful feedback concerning areas that require further work and a clear indication of the criteria by which they are being assessed. A student may be ‘not on target’ for a number of reasons, including: lack of opportunity, experience, understanding, not providing evidence or a lack of ability. If students are deemed to be ‘not on target’, we anticipate they will work with you to formulate a plan of action by which they could 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 (1-6) 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 student’s deadline for submission is **Friday 26th March 2021.**

The Portfolio should be emailed to you as **one PDF document**. Maintaining deadlines is important, so if no material is submitted, then this should be reported immediately to the Regional Centre. (Joe McKeown at Youth Link ([joe@youthlink.org.uk](mailto:joe@youthlink.org.uk)) or Graham Bright at MCYM ([graham.bright@cym.ac.uk](mailto:graham.bright@cym.ac.uk)).

**Professional Fails and Attendance**

Failure of the student to attend tutorials or to complete work as required by the Professional Practice Handbook or any other unprofessional behaviour can result in students failing professionally. Failure to meet the required 80% attendance in any module, for professional practice tutorials or Formation Groups may also lead to students failing professionally.

**Got questions?**

Professional Practice Coordinators in Youth Link (Joe McKeown) and MCYM (Graham Bright) are available to answer any questions about the marking process.

**The spring submission process in more detail:**

**The contents of the portfolio should be submitted as one PDF document** – see submission checklist for the list of documents and their order below.

**There are guidelines as to how the portfolio should be presented.**  Please also note the following guidelines:

* Written work should be single line spaced.
* Word counts should be noted at the bottom of the directed task 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.

**Your assessment of the student’s portfolio involves the completion of:**

* **Spring Submission Year 2 Submission Checklist**
* **Competence 5 Feedback Sheet**
* **Competence 5 Mark / Placements Hours Update (available to download separately on myCYM)**

**Please follow these steps:**

**Complete the Spring Submission checklist** ensuring no part is missing. Make a note of any requirements that have not been met or are missing. (For example, a missing document).

Provide your judgement (tick boxes), based on your professional experience and the competence listed in the Professional Practice Handbook, as to where the student falls in relation to demonstrating the intermediate level criteria for Competence 5 by the end of year assessment. This is done by **crossing boxes in response to the questions at the top of the Feedback sheet on the continuum of “not demonstrated” to “excellent”**. Finally tick a box to indicate your overall assessment for the competence.

Make overall comments regarding the student’s professional and academic submission on the **feedback sheet**, identifying strengths and areas for development for each of the five areas (see below). Written comments should be specific and detailed. All the material submitted in the competence should be taken into account, including written work, observations and evidence. The five areas on the feedback sheet are:

1. Understanding and practical demonstration of competence

i.e the quality of their professional practice and work with people, the level of creativity and evidence of progression. You will look primarily to the evidence and directed task though can be based on other aspects of the portfolio.

1. Reflective Practice

i.e. the level of the student’s self-awareness, personal development and progress. You will look primarily to the reflective journal and the student’s self-assessment though can be based on other aspects.

1. Theoretical engagement

i.e. the range and quality of sources, degree of critical thinking and level of independent reading throughout the portfolio. This also includes the relevance, integration and application of theory to practice.

1. Theological reflection

i.e. the relevance, integration and application of theological reflection to practice throughout the portfolio. This also includes the level of different approaches to theological reflection used in the portfolio.

1. Presentation

i.e. structure, spelling, punctuation, grammar and referencing technique. Also layout and professional presentation as well as whether the student has submitted core requirements for the competence.

Where indicated, you should transfer judgements from the Christmas submission line manager and the student’s assessment by circling on the continuum from “not demonstrated” to “excellent”. Assessments are only completed for Christmas and end of year submission.

Finally at the bottom of the feedback sheet, you should indicate whether the student is “on target” or “not on target” for the end of the year. Please ensure concluding comments are clear as to why a student might be “not on target”, and on progress towards completing placement hours. It should also be noted in this section if the student has not met regularly with you since Christmas submission or submitted work 48 hours in advance of meetings.

The “additional PT Comments” box should be left blank until the end of year assessment.

If you or the line manager has any concerns regarding any part of the student’s submission, then the portfolio must be marked “not on target”. To pass the Professional Practice module at the end of the year, a student must pass each of the five areas in each competence.

**Please note: students should not be given an academic grade following Spring submission and feedback should only be given on Competence 5.**

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| **\*\*The following documents should be returned Jacqui Brown (**[**jacqui.brown@cym.ac.uk@cym.ac.uk**](mailto:office.admin@cym.ac.uk)**) by Monday 19th April 2021\*\***   * **Submission Checklist** * **Feedback Sheet** * **Competence 5 Mark / Placements Hours Update (available to download separately on myCYM)** |

**End of year submission**

At end of year submission, students will submit a portfolio containing work for competences 4 to 6. This will be followed by a regional centre parity meeting, where grades will be reviewed.

*Thank you for the time you contribute to CYM and we look forward to working with you throughout the year.*

# Spring Submission Year 2 Submission Checklist

For the Spring assessment, student must submit the following as **one PDF file,** in the following order:

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| * 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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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student:** | | | | **PT:** | | | | | | | |
| **Year 2 Feedback Sheet | Competence 5**  **Leadership & Management** | | | | | Not Demonstrated | Serious Concerns | Some concerns | Safe to Practice | Competent | Good | Excellent |
| **PT’s Assessment** | | | | |  |  |  |  |  |  |  |
| 1. Demonstrate an understanding of team, management and leadership theory and its application within your context | | | | |  |  |  |  |  |  |  |
| 1. Reflect theologically on management and leadership | | | | |  |  |  |  |  |  |  |
| 1. Understand and apply legal and policy frameworks relating to staff and volunteer recruitment, supervision and development | | | | |  |  |  |  |  |  |  |
| 1. Demonstrate appropriate level of professional presentation and administration skills | | | | |  |  |  |  |  |  |  |
| 1. Demonstrate effective use of supervision and course structures | | | | |  |  |  |  |  |  |  |
| 1. Provide information and proposals to develop policy, practice and service provision in the agency | | | | |  |  |  |  |  |  |  |
| 1. Demonstrate an appropriate level of responsibility and accountability in managing work in the agency | | | | |  |  |  |  |  |  |  |
| **PT Assessment Overall** | | | | |  |  |  |  |  |  |  |
| **Area** | | | **Comment | Strengths | Areas for Development** | | | | | | | | |
| **Understanding & Practical Demonstration of Competence**  Professional Practice  Good Practice with People  Creativity  Evidence of progression  (Primarily evidence & DT) | | |  | | | | | | | | |
| Line Manager’s Assessment | Not Demonstrated | Serious Concerns | Some Concerns | Safe to Practice | Competent | Good | Excellent | | | | | | | | | | |
| **Reflective Practice**  Self-Awareness  Personal Development & Progress  (Primarily RJ & Student Assessment) | | |  | | | | | | | | |
| Student’s Self-Assessment | | Serious Concerns | Some Concerns | Safe to Practice | Competent | Good | Excellent | | | | | | | | | |
| **Theoretical engagement**  Range & quality of sources  Critical thinking  Degree of Independent reading  Relevance, integration & application to practice | | |  | | | | | | | | |
| **Theological Reflection**  Relevance, integration & application to practice  Different approaches to theological reflection | | |  | | | | | | | | |
| **Presentation**  Structure  Spelling & grammar  Referencing technique  Layout & Professional Presentation  Are timesheets signed? Has student followed presentation guidelines? Are comp 1, 2, 3, 4 & 6 student self-assessments present? | | |  | | | | | | | | |
| **Overall competence comment**  Met regularly? Submitted work 48 hours in advance? Comment on progress with placement hours. | | | On Target / Not On Target\* (\*please delete where appropriate)  Rationale: | | | | | | | | |
| **Additional PT comments at end of year submission** | | | To be completed by the PT at end of year submission | | | | | | | | |

**Please return the Feedback Sheet and Submission Checklist to the student and Regional Centre by Monday 19th April 2021**