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| **End of Year 2 Submission Checklist**  |

**>>PT assessment forms should be emailed to Suzanne Adams (****suzanne@youthlink.org.uk****) or Jacqui Brown (****office.admin@cym.ac.uk****) by Friday 11th June 2021<<**

* **End of Year Submission Checklist and Feedback Sheets for Competence 4, 5 & 6**
* **End of Year 2 Mark Sheet\***

(\*Available to download separately on myCYM)

Students should submit their portfolio as separate PDF files – one for timesheets and each competence area (i.e. up to four separate PDF files).

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| **Submit as one PDF file: Signed timesheets from main agency** (from September) See note about timesheets above. 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* Alternative Placement Proposal Form (if not completed or out of date)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.
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| **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.
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| **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.
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| **Student:** | **PT:** |
| **Year 2 Feedback Sheet | Competence 6****Professional & Ministerial Formation**  | Not Demonstrated | Serious Concerns | Some concerns | Safe to Practice | Competent | Good | Excellent |
| **PT’s Assessment** |  |  |  |  |  |  |  |
| 1. Understand a range of theological perspectives on contextual work and ministry and the nature of mission in your agency context
 |  |  |  |  |  |  |  |
| 1. Understand the role of faith in the contexts in which you work
 |  |  |  |  |  |  |  |
| 1. Understand and apply key contextual ministry values to practice issues
 |  |  |  |  |  |  |  |
| 1. Lead an act of worship or reflection appropriate to your context.
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| 1. Facilitate a group with biblical, spiritual or theological content appropriate to your context
 |  |  |  |  |  |  |  |
| 1. Engage in on-going personal spiritual disciplines
 |  |  |  |  |  |  |  |
| 1. Demonstrate a growing awareness of your vocation to youth work and ministry
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| 1. Demonstrate a commitment to professional behaviour and continuing professional and ministerial development
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| **PT Assessment Overall** |  |  |  |  |  |  |  |
| **Area**  | **Comment | Strengths | Areas for Development**  | **Mark**  |
| **Understanding & Practical Demonstration of Competence** Professional PracticeGood Youth Work PracticeCreativity Evidence of progression (Primarily evidence & DT)  |  | A\*ABC |  D39R F |
| 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) |  | A\*ABC | D39RF |
| 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  |  | A\*ABC | D39RF |
| **Theological Reflection** Relevance, integration & application to practiceDifferent approaches to theological reflection  |  | A\*ABC | D39R |
| **Presentation** Structure Spelling & grammar Referencing technique Layout & Professional Presentation |  | A\*ABC | D39RF |
| **Overall competence comment** Met regularly? Submitted work 48 hours in advance? Comment on progress with placement hours.  |  |