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

**>>PT assessment forms should be emailed to Suzanne Adams (**[**suzanne@youthlink.org.uk**](mailto:suzanne@youthlink.org.uk)**) or Jacqui Brown (**[**office.admin@cym.ac.uk**](mailto: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exploring relevant social issues, with introductory sheet * Alternative Placement Proposal Form (if not completed or out of date) * 500 word theological reflection on inclusion, participation and community * Student Self-Assessment at end of year submission on Competence 4 alongside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. |
| **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. |

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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. | | | | |  |  |  |  |  |  |  |
| 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 | | | | |  |  |  |  |  |  |  |
| 1. Demonstrate a commitment to professional behaviour and continuing professional and ministerial development | | | | |  |  |  |  |  |  |  |
| **PT Assessment Overall** | | | | |  |  |  |  |  |  |  |
| **Area** | | | **Comment | Strengths | Areas for Development** | | | | | | | **Mark** | |
| **Understanding & Practical Demonstration of Competence**  Professional Practice  Good Youth Work Practice  Creativity  Evidence of progression  (Primarily evidence & DT) | | |  | | | | | | | A\*  A  B  C | D  39  R  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\*  A  B  C | D  39  R  F |
| 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\*  A  B  C | D  39  R  F |
| **Theological Reflection**  Relevance, integration & application to practice  Different approaches to theological reflection | | |  | | | | | | | A\*  A  B  C | D  39  R |
| **Presentation**  Structure  Spelling & grammar  Referencing technique  Layout & Professional Presentation | | |  | | | | | | | A\*  A  B  C | D  39  R  F |
| **Overall competence comment**  Met regularly? Submitted work 48 hours in advance? Comment on progress with placement hours. | | |  | | | | | | | | |