Practice Educator Professional Standards for Social Work

Part 3:
Quick Guide to Content of Stage 1/Stage 2 Portfolios of Evidence

Practice Learning Documentation, Procedures and Policies are available on the Sheffield Hallam University practice placement site for students and educators at:
http://www3.shu.ac.uk/HWB/placements/SocialWork/Index.html
Department of Social Work, Social Care and Youth and Community Studies

Content of the Portfolio of Evidence for Stage 1
(To be completed by the Practice Educator applying for approval)

1. Application for Endorsement; indicate if Stage 1 or combined.
2. Curriculum Vita (CV) and your personal profile.
3. Photocopy of your social work qualification.
4. Photocopy of your latest HCPC registration (within three years validity period).
5. Photocopy of the award certificate from the teaching programme you attended.
6. Induction programme from the agency you work for as a Practice Educator.
7. Signed, placement agreement for a student where you have acted as the Practice Educator.
8. Two copies of your Practice Educator’s supervision notes with a student you have worked with.
9. Signed, review of placement meeting notes for a student where you have acted as the Practice Educator.
10. A Placement Report produced by you including a Direct Observation of a student they supported; the Placement Report must include all the required signatures.
12. QAPL evaluation of the placement where you acted as the Practice Educator.
13. One Direct Observation of you with a student in a supervision session performed by a stage 2 Practice Educator appointed and approved by SHU.
14. Submit Action Plan to achieve next stage (if not submitting combined portfolio of evidence at this point).

One hardcopy of the portfolio of evidence needs to be submitted.

Payment for portfolio of evidence
The portfolio of evidence fee can be paid by either of the following methods:
1. Stopped out of the placement fee  
2. By cheque  (please 'tick' appropriate box)
Content of the Portfolio of Evidence for Stage 2
(To be completed by the Practice Educator applying for approval)

1. Application for Endorsement; indicate if Stage 2 only.

2. Curriculum Vita (CV) and your personal profile (if for stage 2 only).

3. Evidence of Stage 1 approval (photocopies of relevant certificates).

4. Photocopy of certificate of training that demonstrates your CPD as a Practice Educator, and/or

5. Proof of CPD activities with a student or students. You need to provide evidence from any of the following examples (a signed testimonial):
   - Participation in university moderation panels
   - Involvement in university student interviews
   - Delivering teaching/student workshops
   - Facilitating discussions in team meetings/group learning to promote professional development
   - Undertaking and presenting research or practice developments to students or colleagues
   - Contributing to organisational training and/or delivering training to students or colleagues
   - Mentoring
   - Practice Education development work

If you would like to submit evidence of any other CPD activities, then please first contact Brendan Wood (Tel: 0114 225 5873; Email: b.wood@shu.ac.uk) to verify that they would be acceptable.

Candidates are responsible for ensuring that they access and organise the above opportunities.

6. **Critical and Reflective Statement**

   The Critical and Reflective Statement should be accompanied by your Personal and Professional Development Action Plan (Template PE 07).
7. **Direct Observation**

One Direct Observation of your practice with a student or students with you undertaking teaching, supervision and assessment work with them, performed by a Stage 2 practice educator appointed and approved by SHU.

**The Direct Observation cannot be with the same social work student(s) from the observed practice in Stage 1.**

One hardcopy of the portfolio of evidence needs to be submitted.

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**Payment for portfolio of evidence**

The portfolio of evidence fee can be paid by either of the following methods:

1. Stopped out of the placement fee  
2. By cheque  
   (please 'tick' appropriate box)