

Redesigned the student e-portfolio template, reducing it from 7 pages to 1 page with collapsible sections.

2017/18 Version of E-portfolio Template

2017 TEMPLATE University of Brighton Social Work ePortfolio

You are on page 1/7



01 Guidance on Evidence and Developing the Portfolio

by University of Brighton - Social Work 1st Placement
Tags: profile



How to use your ePortfolio in 4 skills

Please note: much of this tutorial is completed in the University of Sussex view, but as the two universities have almost identical templates in Mahara, the differences are addressed over the course of the video. We suggest watching the video through from beginning-to-end once and then you can use the chapter links below to navigate to the relevant sections of the video whenever you need a refresh.



Direct link to complete video: <https://mediastream.brighton.ac.uk/Player/11564>

Chapter links (right-click to open in new tab/window): 1. Introduction || 2. Help materials to accompany this video || 3. Printing out the help guide or saving it as a PDF || 4. Skill 1 - changing the name of your ePortfolio || 5. Skill 2 - How to download documents - figuring out which documents you need || 6. University of Brighton's version of Page 2 || 7. Downloading the documents || 8. Saving, opening and editing the documents on your computer || 9. Tips for adding tick symbols to Word docs and versioning your documents || 10. Saving and Skill 3 - how to upload your documents || 11. How to remove a file from a block || 12. Skill 4 - editing tables ||13. If you need help

Introduction

This page includes guidance from pages 3-10 of your the Practice Learning Proforma. Each section is collapsible when viewed in the 'live' view (as opposed to 'edit' view).

1.1 Professional Capabilities Framework

The purpose of the portfolio is to allow the student to demonstrate that, by the end of the placement, they are able to practice capably and have achieved the standards set out in the Professional Capabilities Framework (PCF) for Social Work at the required level for the placement undertaken (PCF End of First Placement/PCF End of Final Placement levels). The relevant level must be demonstrated to achieve a Pass for the placement.

The Professional Capabilities Framework are outcome statements that set out what a student social worker must know, understand and be able to do in order to progress and complete the level. At final placement level, they are also what employers require of newly qualified social workers on entering employment and commencing the Assessed and Supported Year in Employment (ASYE). The Professional Capabilities Framework forms the basis of the assessment in both practice placements.

Please note: links below will open in the same window. Right-click on each link to open them in a new tab/window.

- Direct link to the Professional Capabilities Framework: <https://www.basw.co.uk/pcf/>
- Guidance on Conduct and Ethics for Students: <http://www.hpc-uk.org/assets/documents/10002C16Guidanceonconductandethicsforstudents.pdf>
- Social workers in England: <http://www.hpc-uk.org/assets/documents/10003B08Standardssofproficiency-SocialworkersinEngland.pdf>
- Guidance on Social Media: <http://www.hpc-uk.org/assets/documents/1000553EGuidanceonsocialmedia.pdf>
- Knowledge and Skills Statement for Social Workers in Adult Services: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411957/KSS.pdf
- Knowledge and Skills Statement for Approved Child and Family Practitioners: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/524743/Knowledge_and_skills_statement_for_approved_child_and_family_practitioners.pdf

Social Work Training

The College of Social Work (TCSW), which had been the professional body for social work since 2012, has now closed. Implementing the work of the Social Work Reform Board, TCSW had issued a range of guidance and recommendations for courses of qualifying social work education that underpin this course. The Professional Capabilities Framework or 'PCF' (which was held by TCSW and is addressed throughout the course) will remain, at least in the short term, as the overarching framework setting out expectations of social workers at every stage in their career. This Handbook continues, therefore, to refer to the PCF and certain other documents developed and/or 'owned' by TCSW.

Two further documents published during 2014/15 also inform qualifying social work education and continuing professional development. These are Knowledge and Skills for Child and Family Social Work (Department for Education, 2014) and Knowledge and Skills Statement for Social Workers in Adult Services (Department of Health, 2015). Whilst these documents set out what qualified social workers should know and be able to do in these two areas of practice, they inform course content on both BSc (Hons) Social Work and MSc Social Work and should inform students' understanding of practice and evidence presented whilst on placement.

*Please note the inclusion of the Knowledge and Skills Statement elements within the paper work.

1.2 Developing Practice Learning Portfolio

1.3 Submission of Practice Learning Portfolio

1.4 Guidance on Evidence and the Individual Portfolio Items

The numbering of the following guidance corresponds to the numbered pro forma for the portfolio items.

- | | | | |
|--|---|--|---|
| -- Pro forma 1: Portfolio Front Sheet | ⌵ | -- Pro forma 7: Feedback from other Professionals | ⌵ |
| -- Pro forma 2: Practice Learning Portfolio Contents and Checklist | ⌵ | -- Pro forma 8: Critical Reflection of Practice Front Sheet | ⌵ |
| -- Pro forma 3: Practice Learning Agreement | ⌵ | -- Pro forma 9: Practice Study Front Sheet | ⌵ |
| -- Pro forma 4 and 5: Personal/Professional Development Plan (PPDP) | ⌵ | -- Pro forma 10: Index of Evidence | ⌵ |
| -- Pro forma 6: Direct Observation of Practice | ⌵ | -- Pro forma 11: Midway Assessment | ⌵ |
| | | -- Pro forma 12: Final Assessment | ⌵ |

Credits for the Reflective Practice Study are indicated below:

BSc (Hons) Social Work SS507 - 20 Level 5 Credits

BSc (Hons) Social Work SS602 - 20 Level 6 Credits

MSc Social Work SS784 - 20 Level 7 Credits

MSc Social Work SS788 - 20 Level 7 Credits

The respective module handbooks detail the assessment task and criteria.

Comments

Add comment

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Make comment public

Yes

Attach file

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2017 TEMPLATE University of Brighton Social Work ePortfolio

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02 Front Sheet and Confidentiality Statements

by University of Brighton - Social Work 1st Placement
Tags: profile



Instructions

The left column on this page features upload areas for your Confidentiality Statements and DBS (from pages 12-15 of your Practice Learning Proforma). These documents need to be printed out, signed and scanned. You may alternatively use the app to capture a photo to upload and use.

Confidentiality Statement (p. 13)

Disclosure Barring Service (DBS) (p. 14)

PORTFOLIO FRONT SHEET

Student	
Degree	MSc/ BSc <i>(delete as appropriate)</i>
Practice Educator	
Name of Placement / Agency	
Practice supervisor <i>(if applicable)</i>	
University Placement Tutor	
Placement Level	First Placement/ Repeat First Placement Final Placement/ Repeat Final Placement <i>(delete as appropriate)</i>
Start Date of Placement	
End Date of Placement	
Number of Days of Placement	
Date of Portfolio Submission	
Recommendation of Practice Educator	Please use the Comment link below to indicate the recommendation: PASS or FAIL.

[Add comment](#) [Details](#)

PORTFOLIO CONTENTS AND CHECKLIST

Please mark with X:

A. Portfolio Front Sheet	
B. Practice Learning Contents and Checklist	
C. Practice Learning Agreement	
D. Personal / Professional Development Plan	
E. Direct Observations of Practice	
F. Feedback from Other Professionals	
G. Critical Reflections on Practice (with front sheet)	
H. Practice Study (with front sheet)	
I. Index of Evidence	
J. Midway Assessment Report	
K. End of Placement Report and Recommendation on Practice Learning	
L. Feedback from Service Users or Carers	

Comments

Add comment

Paragraph **B** *I*

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Make comment public Yes

Attach file
 No file selected.

[Cancel](#)

2017 TEMPLATE University of Brighton Social Work ePortfolio

You are on page 3/7



03 Placement Learning Agreement and PPDP

by University of Brighton - Social Work 1st Placement

Tags: profile

Edit



Instructions

The Placement Learning Agreement and the Personal/Professional Development Plans are both documents that you need to type out, print out and then sign. Please scan the signed version, upload and attach them to this page.

Placement Learning Agreement (pp. 16-29)

PPDP - End of first placement level (pp. 30-32)

PPDP - End of final placement (pp. 32-34)

Comments

Add comment

Paragraph B I List Bulleted Link Image Undo Redo

Text input area for adding a comment.

0 words

Make comment public

Yes

Attach file

Browse... No file selected.

+ Add attachment

Comment

Cancel

Updated on 19 July 2018, 2:02 PM; 39 page visits from 12 October 2017 to 27 August 2020

2017 TEMPLATE University of Brighton Social Work ePortfolio

You are on page 4/7



04 Direct Observations and Feedback from other professionals

by University of Brighton - Social Work 1st Placement

Tags: profile

Edit

Notes and guidance on Direct Observation

First Observation (pp. 35-38)

Second Observation (pp. 35-38)

Third Observation (pp. 35-38)

Guidance: Feedback from Other Professionals

Feedback from Other Professionals (minimum of 1)

Other professionals may wish to provide feedback on the student's practice on placement (such as the student's practice in multi-professional team meetings, case conferences or on joint visits). The practitioner providing the feedback is not required to be a registered social worker. This template can be used for other professionals to provide feedback to the student. It should not be used by the student's Practice Educator. The Practice Educator may use this feedback to contribute to the holistic assessment of capability of the student.

Comments

Add comment

Paragraph B I List Bulleted Link Unlink Image

Text input area for adding a comment.

0 words

Make comment public

Yes

Attach file

Browse... No file selected.

+ Add attachment

Comment

Cancel

2017 TEMPLATE University of Brighton Social Work ePortfolio

You are on page 5/7



05 Critical Reflection on Practice and Reflective Practice Study Essay

by University of Brighton - Social Work 1st Placement

Tags: profile

Edit

Instructions

Pro forma 8: Critical Reflection of Practice Front Sheet

Over the course of each placement the student will write **TWO** Critical Reflections on their practice, making specific reference to the 9 domains of the Professional Capabilities Framework, Qualifying Social Worker Level Capabilities and the value requirements. At least **ONE** of the Critical Reflections must be written before the Midway Assessment Meeting.

Within the critical reflection you will be expected to show how you have developed as a practitioner over the duration of the placement. The papers are meant to enable you to critically reflect on your learning with the aim of developing as a practitioner.

You will be expected to demonstrate your understanding of the PCF domains. In writing this paper you may choose to address the following:

- How you have consolidated your core skills?
- How you have continuously reflected on your practice with the aim of developing your skills as a practitioner?
- What you have learnt on this placement?
- How the 'new experience' enabled you to develop as a practitioner?
- What you identify as your areas of strength, and the areas where you feel you need to develop skills?
- What helped your learning on this placement?
- What you might do to maximise your learning?

Pro forma 9: Practice Study Front Sheet

The Practice Study is the academic assessment of each Practice Learning module undertaken; thus the student will produce one for each placement; this is the same for students on the BSc (Hons) and MSc Social Work programmes. The assessment is an analysis of the student's practice and contains evidence of the student's ability to integrate theory and research with practice, along with evidencing a reflective approach. As such, it is also included in the Practice Learning Portfolios: the student must place a copy of the Practice Study in the portfolio even though it may not have been marked at the point the portfolio is submitted. Pro forma 9 must also accompany the Practice Study, as a front sheet for this; please note this differs from the Front Sheet used to submit the Reflective Practice Study for academic assessment. The Practice Study forms part of the portfolio the Practice Educator should draw on it when writing their End of Placement Report.

The Reflective Practice Essay must be attached to this page as well as being handed in through Turnitin in studentcentral.

Critical Reflection 1

Critical Reflection 2

Reflective Practice Essay

Comments

Add comment

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Text input area for comment

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Make comment public

Yes

Attach file

Browse... No file selected.

+ Add attachment

Comment Cancel

2017 TEMPLATE University of Brighton Social Work ePortfolio

You are on page 7/7



07 Midway and Final Assessments

by University of Brighton - Social Work 1st Placement

Tags: profile

Edit



Instructions

Pro forma 11: Midway Assessment

At the midway stage; either around 35 days for the first placement or around 50 days for the final placement; the Practice Educator must produce a progressive, holistic assessment reviewing the student's progress in practice learning. At the heart of the Midway Assessment is evaluation of the student's achievements and progress in the first half of Practice Learning in relation to the 9 domains of the PCF Qualifying Social Worker level capabilities. This is an opportunity also to re-examine the practice learning agreement and identify areas where the student's capabilities have not been fully evidenced yet and/or further learning opportunities are needed. For further guidance see the relevant Practice Learning Handbook.

Pro forma 12: Final Assessment

Before the end of the placement; either 70 days for the first placement or 100 days for the final placement; the Practice Educator must produce a holistic report that evaluates and shows the progression that the student has made in relation to the 9 domains in the PCF throughout the placement. This report verifies the practice undertaken by the student and demonstrates that the student has the knowledge, skills and values to work with a range of service users, and the ability to undertake a range of tasks at a foundation level, the capacity to work with more complex situations; they should be able to work autonomously and will seek appropriate support and supervision. The report is structured as follows:

- Section 1 – Summary of the outcome of the assessment, including a **PASS/FAIL** recommendation and identification of the evidence used in the assessment;
- Section 2 – An holistic assessment provided by the Practice Supervisor (if applicable) of the student's capabilities against each of the 9 domains of PCF, as per the appropriate PCF level;
- Section 3 - The main body of the report detailing the Practice Educator's holistic assessment of the student's professional capabilities with reference to the PCF, as per the appropriate PCF level, including reference to the Guidance on Conduct and Ethics for Students;
- Section 4 – The student's response to the report;
- Section 5 – Comments on the report from the University Tutor.

Midway Report

Final Report and Recommendation

Comments

Add comment

Paragraph **B** *I*

0 words

Make comment public Yes

Attach file No file selected.

[Cancel](#)

2018/19 Version of E-portfolio Template

[Write your name here] 2018-19 Brighton ePortfolio

by University of Brighton - Social Work 1st Placement
Tags: profile

Edit

REMEMBER: If you can't see a document on this page then neither can your instructors/supervisor/practice educator/PEC. So make sure that haven't missed any sections out when you come to hand-in. Also where possible try to use Mozilla Firefox or Google Chrome web browsers, these will work better for you than Internet Explorer.

Students - to get started press 'Edit' on the top-right hand side.

Instructions ^

Information about how to edit your ePortfolio page is available in the [Ask for Help area](#) (right-click on the link to open it in a new tab or window).

[Link to document templates](#) (right-click on this link to open it in a new tab in your browser).

Document Checklist

A. Portfolio Front Sheet
B. Practice Learning Contents and Checklist
C. Practice Learning Agreement
D. Personal / Professional Development Plan
E. Direct Observations of Practice x3
F. Feedback from Other Professionals, minimum 1
G. Critical Reflections on Practice (with front sheet) x2
H. Reflective Practice Study Essay (with front sheet)
I. Index of Evidence – agreed and confirmed by PE/PEC
J. Midway Assessment Report
K. End of Placement Report and Recommendation on Practice Learning
L. Feedback from Service Users or Carers minimum 2

Add comment Details

Front sheet and Confidentiality Statements

A. [PDF required] Portfolio Front Sheet

Guidance for Practice Educator

Please use the comment box at the bottom of this page to indicate the recommendation: PASS/FAIL

B. [PDF Required] Portfolio Contents and Checklist

B. [PDF Required] Confidentiality Statement

B. [PDF Required] Disclosure Barring Service [DBS]

Placement Learning Agreement and PPDP

C. [PDF Required] Placement Learning Agreement

D. [PDF Required] PPDP - End of final placement

Critical Reflection on Practice and Reflective Practice Study Essay

G. [Word documents] Critical Reflections on Practice (with front sheet) x2

H. [Word document] Reflective Practice Essay (with front sheet)

Direct Observations and Feedback from other professionals

E. [PDF Required] First Observation

E. [PDF Required] Second Observation

E. [PDF Required] Third Observation

F. [PDF Required] Feedback from Other Professionals (minimum of 1)

F. [PDF - if applicable] Feedback from Other Professionals 2

F. [PDF - if applicable] Feedback from Other Professionals 3

Index of Evidence

I. [Word document/s] Index of Evidence used for student assessment

Guidance for Practice Educator

Electronic sign-off can be provided using the 'Comment' box at the bottom of this page using the following format: *[Title of document] - seen and approved up-to [date of evidence] - P. Educator on [today's date].*

Feedback from Service Users

L. [PDF Required] Feedback from Service Users or Carers (minimum of 2) [1]

L. [PDF Required] Feedback from Service Users or Carers (minimum of 2) [2]

L. [If applicable] Feedback from Service Users or Carers [3+]

J. [PDF Required] Midway Assessment Report

Midway and Final Assessments

K. [PDF Required] End of Placement Report and Recommendation on Practice Learning

Comments

Add comment

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Make comment public

Yes

Attach file

Browse... No file selected.

Add attachment

Comment

Cancel

Redesigned the internal structure and simplified the menus seen by users and by system role.

Barry Brighton PG

My groups:

- 00 Ask for Help
- 01 University of Brighton
- 02 UoB MSc Social Work year one - First Placement 17/18
- 03 PEC - Alice Smith
- 03 Practice Educator - Andy Brown

Pages:

- 01 Guidance on Evidence and Developing the Portfolio
- 02 Front Sheet and Confidentiality Statements
- 03 Placement Learning Agreement and PDP
- 04 Direct Observations and Feedback from other professionals
- 05 Critical Reflection on Practice and Reflective Practice Study Essay
- 06 Index of Evidence Used for Student Assessment
- 07 Midway and Final Assessments

Figure 1 - 2017/18 menu – Masters Student Undergraduate and Postgraduate had equivalent menus. The menu design for Sussex and Brighton were the same but in separate institutions with separate brand identities.

Bridget Brighton (Test User - UG)

My groups:

- 00 Ask for Help
- 01 Practice Learning Templates [UoB]
- 02 Submission Point (UoB BSc First Placement 18/19)
- 02 Submission Point (UoB BSc Second Placement 19/20)

Pages:

- Bridget Brighton 2018-19 Brighton ePortfolio
- [Add name] 2019-20 Brighton ePortfolio

Figure 2 - 2018/19 menu - Undergraduate student. Simplified after redesign. Sussex and Brighton were the same but in separate institutions with separate brand identities.

SCRC
South Coast
Regional Centre for
Social Work Education

Search users

Example Supervisor

My groups:
01 Help for Staff - Externals

Pages:
[Write your name here] 2018-19 Brighton ePortfolio

Welcome

Click here to view your student supervision list

[Link to supervision list](#)

For help guides, see the Help for Staff Externals area.

Below is the video we created for students in using Mahara's ePortfolio in support of their practice evidence. We are placing it here, so that you as External Staff can get an idea of what the students need to do. Chapter 9 of the video is very relevant to you in your support of these students. (See below the video window for individual chapters)

Figure 3 - 2018/19 redesigned view for external work placement staff. SEE 01 Excerpt of initial pilot document for previous menus. Externals were also in a separate institution with the South Coast Regional Centre for Social Work Education brand identity but could interact with students from either the Sussex or Brighton institution, or both based on their personalised supervision list.

Changes including clearer group naming and revisions to the electronic sign-off workflow.

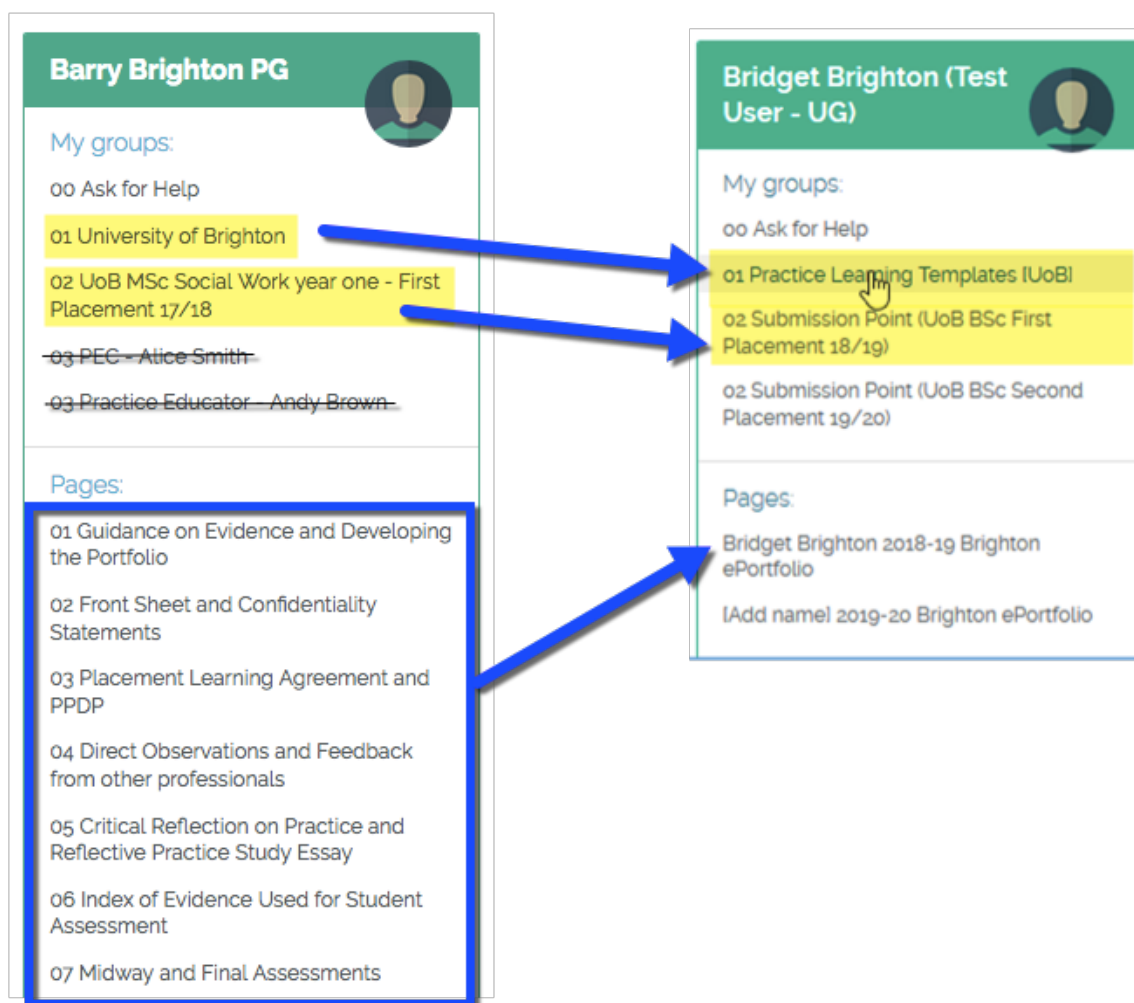


Figure 4 - Changes to group naming. 2017/18 on the left, 2018/19 on the right.

Design changes:

- 01 [university name] became 01 Practice Learning Templates [university abbreviation] in 2018/19. Taking a *purpose-first* approach, where the students could find and download their template documents to populate their portfolios. The university labelling was required for systems administrators who needed to work cross-institutionally. The numbers were to keep the menu in the correct order.
- 02 [university abbreviation] [level] [course] [year] [placement] [academic year] became 02 Submission point [university abbreviation] [course] [placement] [academic year] in 2018/19. Each student had two years of placements so therefore two e-portfolios.

- The seven-page portfolio, because one page. So one page for each placement, year 1 and year 2.

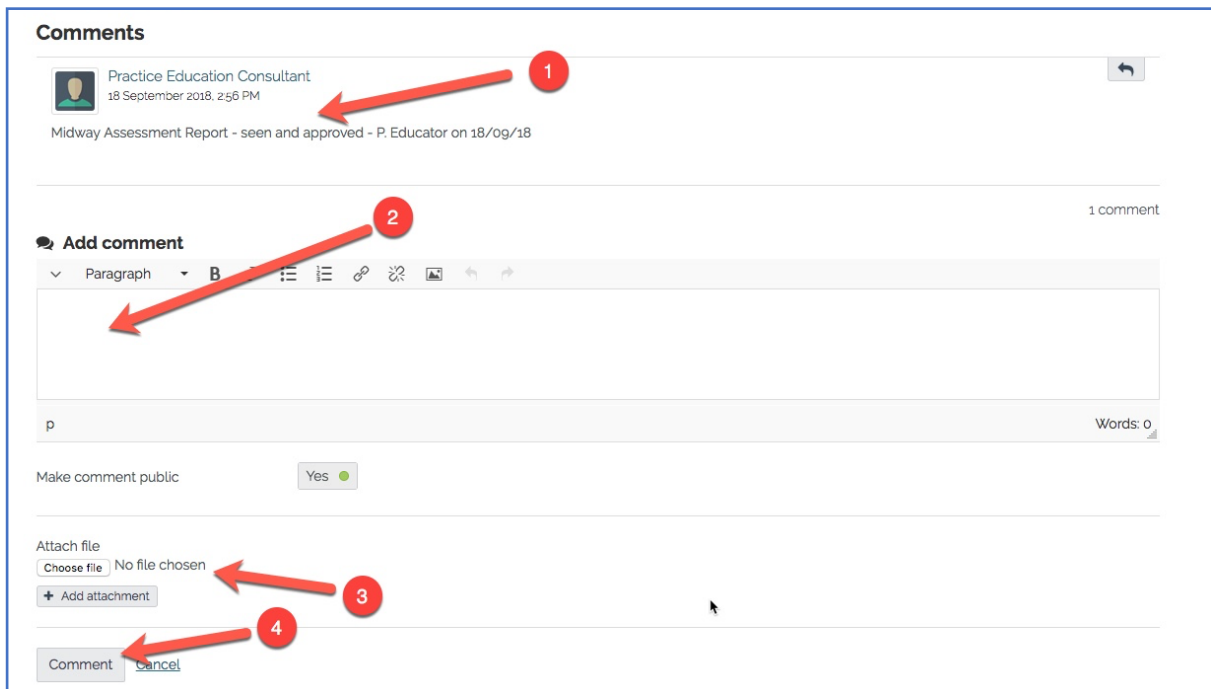


Figure 5 - Streamlined electronic sign-off workflow as opposed to previous wet ink and scanned signatures only in 2017/18.

Comments at the bottom of the e-portfolio page were used to sign-off on materials, as shown in the exemplar screenshot below. (1) Our test student had one comment already. (2) Use the text entry field to add a new comment. (3) Word documents or PDFs could be attached if needed. (4) To save the comment, click on the 'comment' button (4). The student was sent an email alerting them that a comment has been applied. This was implemented over 2018/19, used most extensively as a sign-off practice in 2019/20.