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| **PE 1 Portfolio Requirements** |

**This information is applicable to you if you are:**

* New to Practice Education and have attended Practice Educator training with the University of Cumbria.
* You have recently attended Refresher/ Top up training after undertaking Practice Educator training in the past.
* You have been advised that you need to work toward Stage 1 Practice Educator Status.

**To work towards your Practice Educator Stage 1 status, you are required to submit evidence of your ability to meet the Practice Educators Professional Standards. The documents you submit should all be anonymised, with the exception of your own name and details, and the details of the observer.**

The table below lists the evidence required for submission. It will differ slightly according to the type of learner you are supporting i.e., Social Work Student, Apprentice or ASYE candidate. You can use the table as a prompt sheet to ensure you have completed/submitted the required evidence.

**Portfolio evidence**

Please contact the practice education team by emailing [PracticeEducation@cumberland.gov.uk](mailto:PracticeEducation@cumberland.gov.uk)  to discuss your specific circumstances as we a keen to support practice educators with their qualification who may not have the evidence that is listed.  This may be in circumstances where a placement has ended early or where evidence is available from supporting a variety of learners in different activities. Please note the Practice Educator Professional standards does require the practice educator to have supported at least one learner ‘Beginning to end’.

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| **For Practice Educators working with Social Work Students or Apprentices** | **For Practice Educators working with ASYE Candidates**  *Please note if you have supported a NQSW for 6 months and have the required evidence below you can seek to submit your portfolio at this stage. You will however need to ensure you support a learner ‘beginning to end’ in stage 2* |
| **Portfolio front sheet** | **Portfolio front sheet** |
| **Content sheet** | **Content sheet** |
| **Professional Development Plan**  To be completed within the first 4 weeks of supporting a learner, and to be updated throughout. | **Professional Development Plan**  To be completed within the first 4 weeks of supporting a learner, and to be updated throughout. |
| **Practice Learning Agreement** | **Part 1: Record of Support and Progressive Assessment (RoSPA) / or Learner Agreement** |
| **Midpoint review report(s)** | **RoSPA or Review** |
| **Final review report** | **RoSPA or Review** |
| **Direct observation (s)**  3 direct observations are required across stage 1 and stage 2 there is flexibility when these occur. Please see further guidance re observations. | **Direct observation (s)**  3 direct observations are required across stage 1 and stage 2 there is flexibility when these occur. Please see further guidance re observations. |
| **Learners Feedback Form** | **Learners Feedback Form** |
| **Critical Reflection** | **Critical Reflection** |
| **Learning Log** | **Learning Log** |
| **Certificate of PE training** | **Certificate of PE training** |

**Observation requirements**

Over stage 1 and 2 a minimum of three direct observations are required.

* **Two** of these must be conducted face to face or via teams   
  **One** can be a digital recording (please see digital recording guidance)
* Observations must be undertaken by a PE stage 2 or a PE stage 1 with the oversight of a PE 2.
* **Two** of these observations must be of supervising at least two different learners. One in PEPS 1 and one in PEPS 2 to account for the two different learners required.  
  **One** can be of another activity e,g peer supervision, leading group supervision, leading teaching and development opportunity for learners. If the third observation is to be of another activity this can be undertaken by a peer e.g someone confident in their PE role to observe might be working towards PEPS 2.

The Practice Education Team will help identify a suitable observer. You can contact them individually, or by e-mailing [PracticeEducation@cumberland.gov.uk.](mailto:PracticeEducation@cumbria.gov.uk)

**Digital Recording:**  
If you are considering submitting a digital recording towards your direct observation, please discuss this with a member of the team first. There are digital recording guidelines and a consent form to be looked at and filled in prior, please ensure this is thoroughly read through before recording any sessions or supervision.

**Panel Dates:**

Portfolios should be submitted to [PracticeEducation@cumberland.gov.uk](mailto:PracticeEducation@cumbria.gov.uk) at the latest 2 weeks prior to the Practice Education panel dates. You will be advised of the next panel dates accordingly. These take place every three months.

**Contact Details:**

If you should have any queries or require clarification as to your personal circumstances, please do not hesitate to contact: [PracticeEducation@cumberland.gov.uk](mailto:PracticeEducation@cumbria.gov.uk)