**Portfolio - Evidence For Progression & Advanced Skills**

**Personal Information**

|  |  |
| --- | --- |
| **Social Worker name** |  |
| **Year qualified as Social Worker** |  |
| **Length of service with Leicestershire County Council** |  |
| **Regulatory body registration number** |  |
| **Area of Work** |  |
| **Date of Progression Panel** |  |
| **Name of Current Manager** |  |
| **Type of Panel – Level 3 progression** | YES / NO |
| **Type of Panel – Advanced Skills Panel** | YES / NO |

1. **Reflective Statement**

**Progression Panel** - Please provide a reflective statement or short presentation setting out your readiness to progress with an analysis of your learning over the year what you are most proud of and how you have contributed to the development of others.

**OR**

**Advanced Skills Panel** – Please provide a reflective statement or presentation focused on a specific area of interest, how you have developed your skills, knowledge and experience in this area, how you have developed this area of interest in others, and how you plan to do this further within your team.

**Reflective Statement**

Name (print)………………….

Signed……………………….

1. **Team Manager’s Report**

**Progression**

|  |  |
| --- | --- |
| Social Worker |  |
| Team Manager |  |
| Area of Work |  |
| Date of Progression/Advanced Skills Panel |  |

**Holistic Assessment**

Please provide a holistic assessment of your worker’s readiness to progress, providing examples from practice and the impact they’ve had on the team and the children and families they work with. Please consider and reference the PCF domains (a link to which can be found in the progression policy)

**TM’s signature ……………………….......... Date ………………………….**

1. **Evidence and impact of continuous professional development**

**Continuous Professional Development (CPD)**

Please provide information relating to CPD undertaken. Reflecting on your learning this last year how has this impacted on your practice? What would children, young people and families notice do you think? What might they say has been the biggest impact of the training you have completed do you think?

1. **Observation Report:**

|  |  |
| --- | --- |
| Practitioner |  |
| Observer (name and role) |  |
| Area of Work |  |
| Date of Observation |  |

|  |  |
| --- | --- |
| **Situation**  Provide an overview of the observation - purpose of the meeting, who was involved  *To be completed by the observer* |  |
| **Skills, Behaviour and Values**  Considering the competencies described above please record the skills, behaviours and values that you observed.  *To be completed by the observer* |  |
| **Service User/ Participant feedback**  Summarise feedback from those present  *To be completed by the observer* |  |
| **Feedback**  Provide a record of the feedback you gave to the worker including any identified learning/ development needs.  *To be completed by the observer* |  |
| **Workers Reflections**  What did you take from this piece of practice? What was your learning? What would you do differently next time? How well did you cope with the feedback that was given to you? |  |

1. **Feedback**

It is always important to reflect upon the feedback from children and families. Please include – either here, or attached to your portfolio – feedback from a minimum of one children or family, and one professional. There is no set template - you can create what you feel will work best with the child and family who is providing feedback.

1. **An example of your work**

Please include an example of direct work you have completed with a child and/or family. This should be something you are proud of and you will be asked to talk about this further in the panel. This example should also showcase how you have applied the Signs of Safety/Wellbeing/Stability/Success approach in your practice and talk us through the difference this made to the family/child/young person.

**Advanced Skills Panel Annual Review**

The two following documents are the only documents required for the annual review.

1. **Advanced Skills Updating Statement or Presentation**

Please provide an reflective statement or a short presentation providing an update on your specific area of interest, how you have developed your skills, knowledge and experience in this area, how you have developed this area of interest in others over the past year, and how you plan to do this further within your team into the future.

Name (print)………………….

Signed……………………….

1. **Team Manager’s Report**

|  |  |
| --- | --- |
| Social Worker |  |
| Team Manager |  |
| Area of Work |  |
| Date of Advanced Skills Panel |  |

**Holistic Assessment**

Please provide an updating endorsement of worker’s advanced skills and what has been achieved over the past year, providing examples from practice and the impact they’ve had on the team and the children and families they work with. Please consider and reference the PCF domains (a link to which can be found in the progression policy)

**TM’s signature ……………………….......... Date ………………………….**

1. **Progression/Advanced Skills Panel Outcome Report**

This form must be completed by the Chair of the Panel and sent to all those present at the panel.

Names of Panel Members: ……………………………………………………………

Date of Panel …………………………………………………………………………

|  |  |
| --- | --- |
| Social Worker |  |
| Team Manager |  |
| Service Manager |  |

Defer

Pass

**Decision of Panel:** with rationale clearly set out. Decision to defer must set out clear objectives and timescales for actions required.