

STAFFORDSHIRE UNIVERSITY
BA (HONS) SOCIAL WORK

PORTFOLIO CONTENTS CHECKLIST – TO BE PLACED AT FRONT OF PORTFOLIO

Contents	Responsibility for completion	Tick where included
1. Portfolio contents checklist page	Student	
2. Front sheet including names of Student, Practice Educator, Work-based Supervisor and Tutor	Student	
3. Learning agreement including attachments: <ul style="list-style-type: none"> • Description of agency (500 words) • Student profile • Practice Educator profile • Work-based Supervisor profile • Tutor profile • Supervision agreement 	Student to coordinate Student Student PE WBS Tutor PE and Student	
4. Account of work undertaken	Student (discussed with PE and verified by WBS where applicable)	
5. Professional development profile	Student	
6. Mid point review report	PE	
7. Competence record and final report (and recommendations and signatures).	PE (with signatures of Student and, if applicable, WBS)	
8. Work-based Supervisor's report where applicable	WBS	
9. Direct observations of practice records (x3), completed and signed	PE and Student	
10. List of all supervision dates with Practice Educator	Student	
11. Copies of protocols of video or audio recordings where used	Student	
12. Evaluation reports by:: <ul style="list-style-type: none"> • Student • Practice educator • Work-based supervisor 	Student, PE, WBS and Tutor	

NB Completed Evaluation Reports are compulsory components of the portfolio and make an essential contribution to University and GSCC monitoring processes. THE PORTFOLIO WILL NOT BE ASSESSED UNLESS THE EVALUATION REPORTS ARE INCLUDED. The Evaluation Reports will normally be removed from the portfolio prior to the Practice Assessment Panel.

Student Signature:	Date:
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