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| **E Professional Portfolio**  **Document Organisation & Formatting** | |
| All documents to be saved and shared with tutors via a Zip file  To be organised into folders as outlined below | |
| **FOLDER/FILE** | **FOLDER/FILE NAMES** |
| ZIP FILE | Y3 Portfolio NAME 2020-2021 |
| FILE | Contents page |
| FOLDER 1 | Professional Learning Log Pieces of Work |
| FILE NAMES | 1. Diary of placement days 2. Professional Practice Placement Framework (PPPF) 3. Three way meeting records 4. Placement supervision records 5. Tutorial records 6. Health and safety log |
| FOLDER 2 | Evaluations & Evidence of Professional Competency |
| FILE NAMES | 1. Fitness to Practice 2. Assessment of Developing Professional Skills & Competencies 3. Trainee reflections and self-evaluation 4. Placement supervisor observation - Autumn term 5. Placement supervisor observation - Spring term 6. Placement supervisor observation - Summer term 7. Tutor observation 8. VERP shared review with Trainee and Tutor 9. Tutor End of Year Evaluation of Practice 10. Termly evaluation Autumn screenshot 11. Termly evaluation Spring screenshot 12. Termly evaluation Summer screenshot 13. SEEL Workload survey screenshot |
| FOLDER 3 | Pieces of Work |
| FILE NAMES | 1. Summary of work presented 2. Case 1 CYP INITIALS /NAME 3. Case 2 CYP INITIALS/NAME 4. Extended Process Analysis 5. Example of user feedback |
| FOLDER 4 | Therapeutic Play Assignment |
| FILE NAMES | 1. Give the title of your selected piece of work |
| FOLDER 5 | Draft Research Paper |
| FILE NAMES | 1. Draft research paper based on thesis |