# Practice Learning Placement Portfolio – Online Submission Student Guide

During each placement, you are required to prepare and submit documentation that records your progress, culminating in a portfolio which will contain evidence to support your progression as a social work student. The portfolio is built up as you progress through your learning experience.

If you are having problems or need further guidance on how to upload work, please contact the Practice Learning Coordinator at [swplacements@lancaster.ac.uk](mailto:swplacements@lancaster.ac.uk)>

# During Placement

During your placement, you will submit two key documents to Moodle: the Practice Learning Agreement and the Mid Point Review. These are essential to tracking your placement progression.

* **The Practice Learning Agreement (PLA)** – is to be submitted to Moodle no later than 5 working days after your PLA meeting.
* **The Mid-Point Review Document** is to be submitted to Moodle no later than 5 working days after your Mid Point Review Meeting.

The submission spaces for these documents can be found on the Moodle space for the relevant placement, in the Practice Portfolio section.

# End of Placement:

The following documents must be completed on placement and uploaded to Moodle at the end of placement as part of your placement portfolio:

* Practice Learning Agreement
* The Mid Point Review
* Record of Supervision
* All completed CAPs (first placement only)
* All completed Observations of Practice (3 for first and 4 for final placement)
* Feedback Task (Final Placement Only)
* Any completed PWLE Feedback Sheets (optional)
* Placement Calendar
* Covering letter (if required)
* Confidentiality Statement
* Final Report

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# Covering Letter

This document is to let the reader know if your placement has been impacted by unforeseen events e.g. illness, bereavement, impact of COVID19. A covering letter should explain clearly to your portfolio reader what has been different about your placement e.g. any changes in team/ PE, any incomplete documents, any changes to your working arrangements, any pauses to placement. These issues should all have been discussed with your Placement Tutor as they arose during placement.

# Confidentiality Statement

Please note that there is no template for the confidentiality statement. You are required to draft your own confidentiality statement acknowledging how you have protected the anonymity of all people with lived experience mentioned in your portfolio

# Submitting Your Final Portfolio

You will upload all documents to Moodle on your final day of placement to complete your portfolio. There is a 20-document limit on Moodle – this should not be a problem, as most portfolios contain less than 20 documents. If it is a problem, please contact the Practice Learning Coordinator. You can upload the documents in any order, as long as you ensure each document is clearly named, so that the marker can navigate through your work easily. Please also ensure that each document is correctly orientated and does not need rotating. No paper copies are required as part of the submission process.