**PRACTICE PORTFOLIO EVIDENCE INDEX**

**Professional Capabilities Framework (PCF) – End of Last Placement/Completion**

**The portfolio requires two pieces of evidence only in relation to each of the nine elements not two pieces for each of the bullet points.**

**PCF 1 Professionalism:** Identify and behave as a professional social worker, committed to professional development

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| **PCF 1 : Professionalism** | **Evidence, Sources, Location, References** |
| * 1. I am able to meet the requirements of the professional regulator
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| 1.2 I am able to explain the role of the social worker in a range of contexts, and uphold the reputation of the profession  |  |
| 1.3 I understand that social work is an international profession with a global definition |  |
| 1.4 I demonstrate an effective and active use of supervision for accountability, professional reflection and development  |  |
| 1.5 I demonstrate professionalism in terms of presentation, demeanour, reliability, honesty and respectfulness  |  |
| 1.6 I take responsibility for managing my time and workload effectively, and begin to prioritise my activities including supervision time  |  |
| 1.7 I recognise the impact of self in interaction with others, making appropriate use of personal experience and awareness, and begin to develop effective use of ‘self’ in practice  |  |
| 1.8 I am able to recognise and maintain personal and professional boundaries in all contexts and media  |  |
| 1.9 I recognise my professional strengths and limitations and how to seek advice |  |
| 1.10 I demonstrate a commitment to my continuing learning and development  |  |
| 1.11 With support, I take steps to manage and promote own safety, health, well-being, self-care and emotional resilience  |  |
| 1.12 I identify concerns about practice, procedures and ethos in the workplace, and seek support to find appropriate means of challenge and/or offer suggestions for improvement  |  |

**PCF 2 Values and Ethics:** Apply social work ethical principles and values to guide professional practice

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| **PCF 2 : Values and Ethics** | **Evidence, Sources, Location, References** |
| 2.1 I understand and apply the profession’s ethical principles as defined in the Code of Ethics and legislation, taking account of these in reaching decisions  |  |
| 2.2 I recognise and, with support, explore and manage the impact of own values on professional practice  |  |
| 2.3 I manage situations of potentially conflicting or competing values, and, with guidance, recognise, reflect on, and work with integrity with ethical dilemmas  |  |
| 2.4 I demonstrate respectful partnership work with service users and carers, eliciting and respecting their needs and views, and promoting their participation in decision-making wherever possible |  |
| 2.5 I recognise and promote individuals’ rights to autonomy and self-determination  |  |
| 2.6 I promote and protect the privacy of individuals within and outside their families and networks, recognising the requirements of professional accountability and information sharing  |  |

**PCF 3 Diversity**: Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice

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| **PCF 3 : Diversity** | **Evidence, Sources, Location, References** |
| 3.1 I understand how an individual’s identity is informed by factors such as culture, economic status, family composition, life experiences and characteristics – and the intersection of such factors - and take account of these to understand their experiences, questioning assumptions where necessary  |  |
| 3.2 With reference to current legislative requirements, I recognise personal and organisational discrimination and oppression and, with guidance, I make use of a range of approaches to challenge them, working in partnership with people using services, carers, families and/or communities where possible |  |
| 3.3 I recognise and manage the impact on people of the power invested in my role in accordance with our Code of Ethics  |  |

**PCF 4 Rights, Justice and Economic Wellbeing:** Advance human rights and promote social justice and economic wellbeing

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| **PCF 4 : Rights, Justice and Economic Wellbeing** | **Evidence, Sources, Location, References** |
| 4.1 I understand, identify and apply in practice the principles of human rights, social justice, inclusion and equality  |  |
| 4.2 I understand how legislation and guidance can advance or constrain people’s rights and recognise how the law may be used to protect or advance their rights and entitlements  |  |
| 4.3 I work within the principles of human and civil rights and equalities legislation, differentiating and beginning to work with absolute, qualified and competing rights and different needs and perspectives  |  |
| 4.4 I recognise the impact of poverty and social exclusion and promote enhanced economic status, income and equal opportunities through access to education, work, housing, health services and welfare benefits  |  |
| 4.5 I recognise the value of - and aid access to - independent advocacy |  |
| 4.6 I demonstrate skills and approaches to practice that promote strengths, agency, hop and self-determination in people using services, carers, families and communities |  |

**PCF 5 Knowledge:** Develop and apply relevant knowledge from social work practice and research, social sciences, law, other professional and relevant fields, and from the experience of people who use services

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| **PCF 5 : Knowledge** | **Evidence, Sources, Location, References** |
| 5.1 I demonstrate a critical understanding of the application to social work of research, theory, evidence and knowledge from social work and other relevant fields (e.g. sociology, social policy, psychology, health and human development technological and digital spheres, and from the experience of people who use services)  |  |
| 5.2 I demonstrate a critical understanding of the legal and policy frameworks and guidance that inform and mandate social work practice, recognising the scope for professional judgment and its importance to ethical practice. This may include Knowledge and Skills statements in adults and children’s social work. |  |
| 5.3 I demonstrate and apply to practice a working knowledge of human growth and development throughout the life course  |  |
| 5.4 I recognise the short and long-term impact of psychological, socio-economic, environmental and physiological factors on people’s lives, taking into account age and development, and how this informs practice  |  |
| 5.5 I understand the value of systemic approaches and how they can be used to understand and work with the person in their environment, social context and relationships, and inform social work practice  |  |
| 5.6 I acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience |  |
| 5.7 I understand forms of harm and their impact on people, and the implications for practice, drawing on concepts of strength, resilience, vulnerability, risk and resistance, and apply to practice  |  |
| 5.8 I demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them  |  |
| 5.9 I demonstrate a critical understanding of social welfare policy, its evolution, implementation and impact on people, social work, other professions, and inter-agency working  |  |
| 5.10 I recognise the contribution, and begin to make use of, research and evidence to inform practice  |  |
| 5.11 I demonstrate a critical understanding of research methods  |  |
| 5.12 I value and take account of the knowledge and expertise of service users and carers and other professionals |  |
| 5.13 I develop knowledge and understanding of the opportunities and risks of online communications, virtual environments and social media in social work |  |

**PCF 6 Critical Reflection and Analysis:** Apply critical reflection and analysis to inform and provide a rationale for professional decision-making

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| **PCF 6 : Critical Reflection and Analysis** | **Evidence, Sources, Location, References** |
| 6.1 I apply imagination, creativity and curiosity to practice  |  |
| 6.2 I inform decision-making through the identification and gathering of information from multiple sources, actively seeking new sources  |  |
| 6.3 I, with support, rigorously question and evaluate the reliability and validity of information from different sources  |  |
| 6.4 I demonstrate a capacity for logical, systematic, critical and reflective reasoning and apply the theories and techniques of reflective practice  |  |
| 6.5 I know how to formulate, test, evaluate, and review hypotheses in response to information available at the time and apply in practice  |  |
| 6.6 I begin to formulate and make explicit, evidence-informed judgments and justifiable decisions |  |

**PCF 7 Intervention and Skills:** Use judgement and authority to intervene with individuals, families and communities to promote independence, provide support, prevent harm and enable progress

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| **PCF 7 : Intervention and Skills** | **Evidence, Sources, Location, References** |
| 7.1 I identify and apply a range of verbal, non-verbal and written methods of communication and adapt them in line with people’s age, comprehension and culture  |  |
| 7.2 I am able to communicate information, advice, instruction and professional opinion to advocate, influence and persuade  |  |
| 7.3 I demonstrate the ability to engage with people, and build, manage, sustain and conclude compassionate and effective relationships  |  |
| 7.4 I demonstrate an holistic approach to the identification of needs, circumstances, rights, strengths and risks  |  |
| 7.5 I select and use appropriate frameworks to assess, give meaning to, plan, implement and review effective interventions and evaluate the outcomes, in partnership with service users  |  |
| 7.6 I use a planned and structured approach, informed by social work methods, models and tools, to promote positive change and independence and to prevent harm |  |
| 7.7 I understand and can apply knowledge, skills and interventions in accordance with organisational and national policy while maintaining professional, evidence informed critical perspectives |  |
| 7.8 I recognise how the development of community resources, groups and networks enhance outcomes for individuals and understand social work’s role in promoting this  |  |
| 7.9 I maintain accurate, comprehensible, succinct and timely records and reports in accordance with applicable legislation, protocols and guidelines, to support professional judgment and organisational responsibilities  |  |
| 7.10 I demonstrate skills in sharing information appropriately and respectfully  |  |
| 7.11 I recognise complexity, multiple factors, changing circumstances and uncertainty in people’s lives, to be able to prioritise your intervention  |  |
| 7.12 I understand the authority of the social work role and begin to use this appropriately as an accountable professional  |  |
| 7.13 I recognise the factors that create or exacerbate risk to individuals, their families or carers, to the public or to professionals, including yourself, and contribute to the assessment and management of risk  |  |
| 7.14 I, with support, identify appropriate responses to safeguard vulnerable people and promote their wellbeing  |  |

**PCF 8 Contexts and Organisations:** Engage with, inform and adapt to changing organisational contexts and the social and policy environments that shape practice. Operate effectively within and contribute to the development of organisations and services, including multi-agency and inter-professional settings

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| **PCF 8 : Contexts and Organisations** | **Evidence, Sources, Location, References** |
| 8.1 I recognise that social work operates within, and responds to, changing economic, social, political and organisational contexts  |  |
| 8.2 I understand the roles and responsibilities of social workers in a range of organisations, lines of accountability and the boundaries of professional autonomy and discretion  |  |
| 8.3 I understand legal obligations, structures and behaviours within organisations and how these impact on policy, procedure and practice  |  |
| 8.4 I am able to work within an organisation’s remit and contribute to its evaluation and development  |  |
| 8.5 I understand and respect the role of others within the organisation and work effectively with them  |  |
| 8.6 I take responsibility for your role and impact within teams and be able to contribute positively to effective team working  |  |
| 8.7 I understand the inter-agency, multi-disciplinary and inter-professional dimensions to practice and demonstrate effective partnership working |  |

**PCF 9 Professional Leadership:** Promote the professional and good social work practice. Take responsibility for the professional learning and development of others. Develop personal influence and be part of the collective leadership and impact of the profession

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| **PCF 9 : Professional Leadership** | **Evidence, Sources, Location, References** |
| 9.1 I recognise the importance of, and begin to demonstrate, professional leadership as a social worker, promoting our professional purpose, practice and impact |  |
| 9.2 I recognise the value of - and contribute to supporting - the learning and development of others |  |
| 9.3 I begin to contribute to collective/collaborative professional leadership |  |
| 9.4 I recognise own ongoing responsibility to seek, plan, and undertake continuing professional development throughout my career |  |
| 9.5 I recognise the significant opportunities and risks of online communications, virtual environments and social media use in social work |  |