**PRACTICE PORTFOLIO EVIDENCE INDEX**

**Professional Capabilities Framework (PCF) – End of First Placement Level**

**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** |
| 1.1 I recognise the role of the professional social worker in a range of contexts  |  |
| 1.2 I recognise the important role of supervision, and make an active contribution |  |
| 1.3 I demonstrate professionalism in terms of presentation, demeanour, reliability, honesty and respectfulness |  |
| 1.4 I, with guidance, take responsibility for managing my time and workload effectively  |  |
| 1.5 I am able to show awareness of personal and professional boundaries in all contexts and media |  |
| 1.6 I, with guidance, recognise my limitations, and how to seek advice |  |
| 1.7 I recognise and seek to meet my own learning needs in response to practice experience |  |
| 1.8 I show awareness of my own safety, health, well-being, self-care priorities and emotional resilience, and seek advice as necessary |  |
| 1.9 I identify concerns about practice, procedures or ethos in the workplace and how they might be questioned and/or improved |  |

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

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| **PCF 2 : Values and Ethics** | **Evidence, Sources, Location, References** |
| 2.1 I understand and, with support, apply the profession’s ethical principles form our **Code of Ethics** |  |
| 2.2 I recognise and with support, explore and manage the impact of my own values on professional practice |  |
| 2.3 I identify and, with guidance, manage potentially conflicting values and ethical dilemmas |  |
| 2.4 I elicit and respect the needs and views of service users, carers and families, and with support, promote their participation in decision-making wherever possible |  |
| 2.5 I recognise and, with support, promote individuals’ legal and ethical rights to autonomy and self-determination |  |
| 2.6 I promote and protect the privacy and confidentiality of individuals within and outside their families and networks, recognising the requirements of professional accountability and appropriate information sharing  |  |

**PCF 3 Diversity and Equality**: **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, community, life experiences and characteristics – and the intersection of such factors - and take account of these to understand their experiences |  |
| 3.2 With reference to current legislative requirements, I recognise personal and organisational discrimination and oppression, and identify ways in which they might be challenged by me and by service users and families |  |
| 3.3 I recognise and, with support, manage the impact on people of the power invested in my role  |  |

**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 and, with support, apply in practice the principles of human rights, social justice, inclusion and equality  |  |
| 4.2 I understand how legislation and policy can advance or constrain people’s rights  |  |
| 4.3 I work within the principles of human and civil rights and equalities legislation |  |
| 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 independent advocacy |  |

**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, with guidance, apply research, theory, evidence and knowledge from social work and other relevant fields (e.g. sociology, social policy, psychology, health, human growth and development, technological and digital spheres, and from the experience of people who use services) to social work practice |  |
| 5.2 I understand the legal and policy frameworks and guidance that inform and mandate social work practice, relevant to my placement setting |  |
| 5.3 I understand forms of harm, their impact on people, and the implications for practice |  |
| 5.4 I apply knowledge from a range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them |  |
| 5.5 I value and take account of the expertise of service users and carers and other professionals in my practice and judgement |  |

**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 recognise the importance of applying imagination, creativity and curiosity to my practice |  |
| 6.2 I inform my decision-making through the identification and gathering of information from more than one source and, with support, question its reliability and validity |  |
| 6.3 I, with guidance use reflection and analysis in practice |  |
| 6.4 I, with guidance understand how to evaluate and review hypotheses in response to information available at the time and apply in practice |  |
| 6.5 I, with guidance use evidence to inform decisions |  |

**PCF 7 Intervention and Skills: Use judgement, knowledge 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, with guidance, use a range of verbal, non-verbal and written methods of communication relevant to the placement |  |
| 7.2 I, with guidance, communicate information, advice, instruction and opinion to advocate, influence and persuade others |  |
| 7.3 I demonstrate the ability to build and conclude compassionate and effective relationships appropriate to the placement setting |  |
| 7.4 I, with guidance, demonstrate a holistic approach to the identification of needs, circumstances, rights, strengths and risks |  |
| 7.5 I identify and use appropriate frameworks to assess, give meaning to, plan, implement and review effective interventions and evaluate progress and outcomes |  |
| 7.6 I, with guidance, demonstrate the application of a planned and structured approach, informed by at least two relevant social work methods and models |  |
| 7.7 I recognise the importance of community resources, groups and networks for individuals |  |
| 7.8 I demonstrate skills in recording and report writing appropriate to the setting |  |
| 7.9 I, with guidance, demonstrate skills in sharing information appropriately and respectfully |  |
| 7.10 I demonstrate awareness of the impact of multiple factors, changing circumstances and uncertainty in people’s lives |  |
| 7.11 I, with guidance, understand the authority of the social work role |  |
| 7.12 I, with guidance, identify the factors that may create or exacerbate risk to individuals, their families or carers, to the public or to professionals, including yourself |  |
| 7.13 I, with guidance, identify appropriate responses to safeguard vulnerable people |  |

**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, with guidance, recognise that social work operates within, and responds to, changing economic, social, political and organisational contexts  |  |
| 8.2 I, with guidance, understand legal obligations, structures and behaviours within organisations and how these impact on policy, procedure and practice, and service user and carer experience |  |
| 8.3 I, with guidance, work within the organisational context of your placement setting and understand the lines of accountability |  |
| 8.4 I understand and respect the role of others within the organisation and work effectively with them |  |
| 8.5 I take responsibility for my role and impact within teams and with guidance contribute positively to team working |  |
| 8.6 I understand the inter-agency, multi-disciplinary and inter-professional dimensions to practice and, with guidance, demonstrate partnership working |  |

**PCF 9 Professional Leadership: Promote the profession 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 identify how professional leadership in social work can enhance practice |  |
| 9.2 I recognise the value of sharing and supporting the learning and development of others |  |
| 9.3 I understand my responsibility to develop individual and collective/collaborative professional leadership capabilities |  |