

| Apprenticeships
| Portfolio Development: the Key to Success

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| Learning Outcomes

1. To demonstrate how a portfolio can be utilised to meet the Apprenticeship Standards
2. To demonstrate how a portfolio can 'bridge' on site learning, off site learning and practice learning within an apprenticeship programme for Occupational Therapy

| The Journey

Trailblazer

- Standard setting
- End Point Assessment

Stakeholder Engagement

- identification of need
- programme design

| What is an Apprenticeship?



| The Apprenticeship is

NOT

partTime
secondBest
fullTime
silo
oldFashioned
dummingDown
easy
traditional
segregated
backwardLooking
inwardLooking
same

| Sheffield Hallam's Occupational Therapy Degree Apprenticeship | *Course Design*

- Integrated Delivery
- Block Release
- Placements
- Work-based Learning and Implementation
- Portfolio
- End Point Assessment

| Creating the Learning Journey

"Apprentices will need to be able to 'map' their learning to the skills, knowledge and behaviour laid out in the apprenticeship standard addressing; professional practice in occupational therapy, professional values and behaviours, leadership, management and partnership working and aspects of communication and information management." (*apprenticeship standard*)

| End Point Assessment

| *Relationship to the Portfolio*

- The portfolio will not be assessed as part of the end point assessment and does not need to be submitted prior to the professional discussion taking place.
- It will be used by the apprentice to underpin the discussion, selecting items to inform and enhance their evidence of meeting the standard.

[Occupational Therapy Standard](#)

| Portfolio

- Portfolios are a tool to help capture and store the acquisition and development of skills, knowledge and behaviours. They allow for reflection as well as provision of feedback on development.
- As part of the degree apprenticeship we have developed an on-line workbook in [Pebblepad](#) 2018 that allows the apprentice, their mentors and academic advisors to support the apprentices learning journey.



| Pebblepad

- Online portfolio
 - captures 'assets' in any format
 - useful for reflection
 - action planning
 - interactive - users can give access to their assets
- Workbook
- Webfolio



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Interactive workbooks

PebblePad workbooks combine interactive content with rich tools for feedback and assessment. A sure fire way to improve results and drive engagement.



Customisable templates

PebblePad's intuitive content builders help users to easily create and share frameworks perfectly suited to a learner's needs.



ePortfolio design tools

Recording evidence of learning is one thing. Bringing it together in a beautiful, shareable format is another. PebblePad makes the whole process easy.



In-built frameworks

PebblePad helps users evidence their experiences, no matter what context, and improves success by encouraging ongoing reflection and planning.



Activity logs & collections

Effort can be recorded against any type of activity in support of project work, CPD, or assessment and PebblePad can cleverly collate the evidence based on user-defined criteria.



External services

A user can easily connect their PebblePad account to Dropbox, OneDrive, Google Drive, or Credly to provide added flexibility.

| Pebblepad Workbook

INSTRUCTIONS FOR ORAL PRESE

2019 Apprenticeship Occupation

powerpoint templates seed grow

Seed Germination Growth Power

My SHU - Blackboard Learn

Pebble+ Builder Viewer

https://v3.pebblepad.co.uk/spa/#/builder/viewer/yRr9jH8jgcg43swsk7H3Rgpw4w?historyId=XcuFBy3FDu&pageId=62d2b901-625c-44c8-a39d-01388d828da1

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Other bookmarks

Back to workbook builder

Preview

Reset workbook

Previewing as a resource

Contents

About

Summary

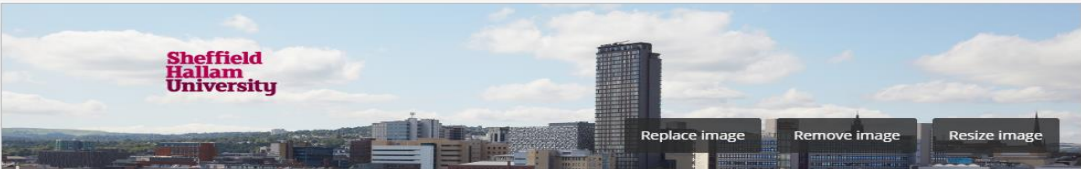

Apprentice Checklist

Off-the-job training

Module Evidence Level 4

Additional Evidence

EPA Completion



About this workbook

This workbook has been designed to help you as an apprentice and student on the Occupational Therapy Apprenticeship Degree at Sheffield Hallam University) to track, monitor and record your progress through your degree apprenticeship. It is your responsibility to ensure it is kept up to date and the information within it is accurate.

You will be sharing this workbook with your work-place mentor and possibly your line-manager. You may decide to also share this with practice educators.

You will be sharing your workbook with your Academic Advisor and other tutors as you progress through your apprenticeship.

Eventually you will submit part or all of the workbook as part of your End Point Assessment.

pebbles.jpg

Show all

Previewing as a resource

Contents About Summary Apprentice Checklist **Off-the-job training** Module Evidence Level 4 Additional Evidence EPA Completion

Off-the-job training

As part of your apprenticeship your employer has a responsibility to ensure you spend 20% of your working week engaged in off-the-job training.

WHAT IS MEANT BY OFF-THE-JOB TRAINING?

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at your normal place of work but must not be delivered as part of your normal working duties.

The off-the-job training must be directly relevant to the apprenticeship framework or standard and could include the following.

- The teaching of theory (for example: lectures, role playing, simulation exercises, online learning or manufacturer training),
- Practical training: shadowing, mentoring, industry visits and attendance at competitions,
- Learning support and time spent writing assessments/assignments.

OFF-THE-JOB TRAINING DOES NOT INCLUDE:

- progress reviews or on-programme assessment needed for an apprenticeship framework or standard
- training which takes place outside the your paid working hours.

Off the Job Weekly Time Record

Please provide a brief list of any activities or modules attended

Activities may include:

- Classroom session
- Self directed learning

Week Beginning	Activities	Hours
Select date		<input type="text" value="hrs"/> <input type="text" value="mins"/>
		0h 0m

Placement Activity Log

Please use the table below to log your learning activities in your placement settings.

Name of Placement	Supporting Information	Hours
		<input type="text" value="hrs"/> <input type="text" value="mins"/>
		0h 0m

Previewing as a resource

Contents About Summary Apprentice Checklist Off-the-job training **Module Evidence Level 4** Additional Evidence EPA Completion

Personal and Professional Development

In this area you have to attach the following relating to this module:

- Your completed assignment task(s) for this module
- The feedback you have received for on this modules assignment (this can be several pieces)

You also complete a brief reflection and actions to take forward based on the feedback for this module to ensure you continue your learning.

To make sure you know which part(s) of the apprenticeship standard this module covers the templated with relevant shading for this module is attached here.

Assignment Evidence

Please attach all the assignment evidence for this module here. This includes all the different assignment tasks and feedback for this module. There have to be a minimum of two documents: one your submitted work, and one your feedback.

Modules with more than one task require more evidence to be submitted.



This has not been evidenced

| Questions?



| Contact Details

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