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| **CHECKLIST**  **Requirement for both PEPs 1 & 2 Portfolio:** | **Is this evidenced?** | |
| **YES** | **NO** |
| The portfolio is appropriately anonymised  (All names inc: students, service users and professionals to be anonymised, where possible) |  |  |
| The PE has fully completed a Curriculum Vitae (CV), which includes evidence of SWE registration – template provided |  |  |
| **Practice Educator Stage 1 Evidence** | | |
| There is a pack of evidence which includes:   * Mentoring Agreement |  |  |
| * Induction Programme |  |  |
| * Placement Profile (template provided) |  |  |
| * Learning agreement |  |  |
| * Midway review |  |  |
| * Direct observation of Student |  |  |
| * Direct observation of PE by Stage 2 Practice Educator |  |  |
| * Example of supervision notes |  |  |
| * CPD written reflection on PE experience (can be uploaded to SW England as well) |  |  |
| * Holistic Assessment of student |  |  |
| The PE has listed their training relevant to the Practice Educator role in the CV |  |  |
| The PE has attended the approved Introduction to Practice Education Course |  |  |
| The PE direct observations of the first year student demonstrated quality feedback and provided areas for future learning, and is linked to the 9 PCF domains. |  |  |
| The student’s final assessment report was holistically based and the evidence was clearly linked to the 9 PCF domains. |  |  |
| The PE provided a clear indication of the students areas for development in either their next placement or in their ASYE year. |  |  |
| The PE has been directly observed by a Stage 2 PE, delivering a practice education session where they have provided the first placement student with supervision, teaching and support. |  |  |
| The direct observation report provides quality feedback which is linked the PEPS domains A, B, C & D. |  |  |
| **Evidence required for Stage 2 PEPs** | **Is this evidenced?** | | |
| **Yes** | **No** | |
| **CV**: Updated CV, Stage 2, which highlights their continuous development in Practice Educator Activities since obtaining Stage 1, and evidence that the student has been given advice to prepare for future employment.  (Template provided) |  |  | |
| **Direct Observation 1**: Evidence of a supervision session observed by a PE Level 2. |  |  | |
| **Direct Observation 2**: Evidence of a PE delivering a teaching session where they have provided knowledge and information to others, which has aided professional development.  Examples: hosting a group supervision session, delivering a workshop/presentation, to a group of students, colleagues, other professionals, in team meetings, other training etc. |  |  | |
| * Mentoring Agreement |  |  | |
| * Induction Programme |  |  | |
| * Direct observation of Student |  |  | |
| * Example of supervision notes |  |  | |
| * Holistic Assessment of student |  |  | |
| * CPD written reflection on PE experience (can be uploaded to SW England as well) |  |  | |
| The direct observation reports provide quality feedback which is linked the PEPS domains A, B, C and D. |  |  | |