Module 1 & 2 Portfolio

# Evidence & Reflection

In submitting your portfolio, you are required to submit at least one piece of evidence and reflect on why this demonstrates that you have achieved the specified outcome.

**Evidence:** When choosing your evidence make sure it gives a good representation of work you contributed to group sessions, individual learning, reading and viewing and practical experiences.

**Reflection:** In your reflective comments highlight what this says about the way you learn, what you enjoy and what you have discovered. At the same time recognise areas where you think you could do better next time, or that you find more difficult and want to practise or learn more about.

**Self-Assessment:** Give yourself a grade of Exceeding Competence (EC), Competence (C )or Developing Competence (DC) for each of the outcomes. Use the criteria grid below to guide you.

# Portfolio Criteria

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| **Modules 1 to 4** | | | |  |
| **Performance Areas** | **Exceeding Competence** | **Competence** | **Developing Competence** | |
| **Learn skills required to complete the PSYV learning journey** | Demonstrated advanced competence in all the skill areas | Demonstrated an understanding and ability to use the required skills competently | Some skills are weak and require further development | |
| **Apply skills in a volunteering operational experience** | Always displayed high levels of competence and confidence in volunteering practice that went above and beyond satisfactory | Demonstrated competent practice in volunteering which met operational requirements | Levels of confidence were inconsistent and needing to develop more confidence in ability | |

The outcomes and performance to be achieved in each Module are described below.

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| **Module 1 - Initial Training Programme** | | |  |  |
| **Units** | **Outcomes** | **Evidence** | **Reflection** | **EC/C/DC** |
| **Unit 1 PSYV Induction** | 1. Have learned about the background and purpose of PSYV |  |  |  |
| 1. Have been introduced to the work of Police Scotland |  |  |  |
| 1. Have an understanding of the role of volunteering within PSYV |  |  |  |
| 1. Know about the PSYV learning journey, the learning platform and keeping a portfolio |  |  |  |
| **Unit 2 Standards** | 1. Know the Code of Conduct |  |  |  |
| 1. Be clear about presentation and punctuality requirements in PSYV |  |  |  |
| 1. Be aware of communication guidelines and methods to adopt within PSYV |  |  |  |
| **Unit 3 PSYV Operations** | 1. Know different police ranks and structures |  |  |  |
| 1. Have learned commands and performed basic drill |  |  |  |
| 1. Be able to keep accurate records in a notebook |  |  |  |
| 1. Know the phonetic alphabet |  |  |  |
| 1. Carry out basic radio procedures |  |  |  |

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| **Module 2 - Initial Volunteer Experience** | | |  |  |
| **Units** | **Outcomes** | **Evidence** | **Reflection** | **EC/C/DC** |
| **Unit 1 Preparing for Volunteering** | 1. Plan for a volunteering opportunity |  |  |  |
| 1. Learn about risk assessment |  |  |  |
| 1. Contribute to preparing a group volunteering opportunity checklist |  |  |  |
| **Unit 2 PSYV Knowledge & Skills** | 1. Learn to deal with lost and found reports |  |  |  |
| 1. Learn about how to respond to different incidents |  |  |  |
| 1. Learn how to report a missing person |  |  |  |
| 1. Receive an introduction to First Aid |  |  |  |
| **Unit 3 Volunteering Experience** | 1. Participate in a minimum of five events |  |  |  |
| 1. Demonstrate putting skills learned into practice |  |  |  |
| 1. Reflect on the volunteering experience and impact |  |  |  |