



### 2019 UCT ASSESSMENT TASK: PORTFOLIO GUIDELINES

- **One** portfolio per facilitator to be submitted to qualify for a UCT certificate

#### Requirements:

- Complete a UCT Registration form, UCT Teacher Profile form and pay the registration fee by **1 August**
- Have completed ECD training up to level 5
- Attend 3 training days (in first year) or a planning workshop (in year 2 and onwards) plus the HSP reflection and refresher cluster in July/August
- Facilitate the 8-week programme with parents, grandparents and caregivers
- Have a minimum of 10 parent graduates in the programme
- Submit a UCT portfolio by **8 August 2019** as evidence of having facilitated the programme

#### Format of the portfolio:

- Please submit in a 30-page flip file
- Full name and school name on cover page
- Contents page
- Insert interleaves to separate categories

#### Contents of the portfolio:

No	Item	Check
1.	<b>Registers</b>	<ul style="list-style-type: none"> <li>• For the 8 sessions – must be signed by every person at each session</li> <li>• Includes the <b>FACILITATORS/VISITORS</b></li> </ul>
2.	<b>Planning Outlines</b>	<ul style="list-style-type: none"> <li>• Complete for each Session- According to the Wordworks format</li> </ul>
3.	<b>Feedback from parents</b>	<ul style="list-style-type: none"> <li>• After Session 3: Letters from each parent present</li> <li>• After Session 8: Feedback forms from each parent present</li> <li>• Oral feedback can also be written down (by facilitator) and included</li> </ul>
4.	<b>Facilitators' Self-Evaluation</b>	<ul style="list-style-type: none"> <li>• Forms to be completed twice</li> <li>• After Session 3: It is important that you comment on what you need to improve on.</li> <li>• After Session 8: It is important that you comment on 'how you have improved'.</li> </ul>
5.	<p><b>A short report (2–3 A4 typed pages)</b></p> <p>Include the following in the report:</p> <ul style="list-style-type: none"> <li>• Personal growth</li> <li>• Learning</li> </ul>	<ul style="list-style-type: none"> <li>• Page 1: School; Facilitator name; dates of programme</li> <li>• Recruitment strategy: how you got parents to sign up for the program. Include a copy of the invitation you sent out to parents.</li> <li>• Numbers: How many started and how many graduated</li> <li>• Success stories: What worked well; any 'aha moments'</li> <li>• Challenges: Issues, difficulties and what didn't work</li> <li>• Changes made to the programme and why: Especially the positive changes</li> <li>•</li> <li>• One paragraph on how you have grown as a person (about 200 words)</li> <li>• One paragraph on what you have learnt from your interaction with the parents and also during the programme (about 200 words)</li> </ul>
6.	<b>Wordworks Knowledge Questionnaire</b>	<ul style="list-style-type: none"> <li>• To complete the post-test knowledge questionnaire after Session 8</li> <li>• It is important to reflect and comment</li> </ul>
7.	<b>Photographs</b>	<ul style="list-style-type: none"> <li>• Insert photographs of parent homework activities</li> <li>• Insert photographs of interaction during sessions</li> <li>• Add captions to photographs</li> </ul>