**PDC Portfolio Checklist & Internal Moderation**

Name of participant:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcome** | **Content** | **Included** | **Missing** | **Comment on evidence** |
|  | Front cover with name and panel written on.**(Participant)** |[ ] [ ]   |
|  | Contents page **(Participant)**  |[ ] [ ]   |
| 1.1, 1.2, 1.3, 1.4, 1.5, 2.8  | Copy of the participant’s research presentation**(Participant)** |[ ] [ ]   |
| 1.1, 1.2, 1.3, 1.4, 1.5, 2.8, 3.12 | Individual Observation Report for Task 1: Research Presentation**(Assessor)** |[ ] [ ]   |
| 2.9, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, 3.10, 3.11, 3.12, 3.13, | Individual Observation Report for Task 2: Decision Making Group Exercise**(Assessor)** |[ ] [ ]   |
| 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13 4.1  | Minutes/Note of group meetings attended: These should include duration of meeting, attendance list and agenda covered. This should total 8 hours involvement in decision making group **(Lead Youth Worker)** |[ ] [ ]   |
| 4.1  | Timesheet/record of hours **(Lead Youth Worker)** |[ ] [ ]   |
| 2.3, 2.5, 2.6, 2.9, 3.1, 3.2, 3.3, 3.5, 3.6, 3.8, 3.11,  | A Lead Youth Worker’s Observation Report validating the young person’s involvement in the decision-making meetings and reflecting on their development as a result of their involvement in the group.**(Lead Youth Worker)** |[ ] [ ]   |
| 4.2 | The participant’s reflective journal/diary/statement, including a skills questionnaire**(Participant)** |[ ] [ ]   |
|  | **Feedback to Assessor:** *Noted good practice / points for development* |

Checked by Internal Moderator:

Date: