**CBT Centre: PG Diploma / Certificate in CBT portfolio checklist**

The portfolio is essential to the successful completion of your PG Diploma / Certificate, and any practitioner accreditation application to BABCP. You will ask a peer to check and countersign your portfolio – this will help you identify any missing information prior to submission. Ensure you keep an electronic copy of all submitted portfolio documentation as the University is unable to return these to you. *Please note: For assessed submissions (eg case reports, essays), you will submit feedback sheets only - we do not need your original work.*

**Student name: Programme: BABCP membership number:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Portfolio section | Item number | Item name | Satisfactory | Unsatisfactory / missing / N/A | Assessor comments |
| 1 | 1 | PG Diploma / Certificate CBT portfolio checklist  *(this document)* |  |  |  |
|  | 2 | KSA sign off sheet  *PG Dip (Anx & Depr) students only where no BABCP recognised core profession* |  |  |  |
| 2 | 3 | 1 x clinical log |  |  | PG Dip students – to total 200 hours (minimum) |
| 3 | 4 | 3 x closely supervised patient summary sheets |  |  |  |
|  | 5 | 5 x additional patient summary sheets  *at least 1 of the 8 cases treated for trauma* |  |  |  |
|  | 6 | 4 x marker feedback for case reports  *oral / written* |  |  |  |
| 4 | 7 | 1 x clinical observation log |  |  |  |
| 5 | 8 | Combined University supervision report and log, NHS supervision report and log, and reflection  *PG Dip Anx & Depr students x 3*  *PG Dip SMH students x 5*  *PG Cert SMH students x 2 (terms 2 and 3)* |  |  | PG Dip students – to total 70 BABCP supervision hours (minimum) |
| 6 | 9 | 3 x CTS-R marker feedback at >=36  *Add dates, CTS-R scores and whether formative or summative here:* |  |  | Date, score, formative / summative  1.  2.  3. |
| 7 | 10 | Marker feedback for essays / critiques |  |  |  |
| 8 | 11 | Missed session plans (or signed statement of no missed sessions) |  |  |  |

Students are strongly advised to keep a copy of their portfolio to demonstrate BABCP Minimum Training Standards, if / when pursuing practitioner accreditation.

**This portfolio is complete to the best of my knowledge**

Signed (student):

Date:

Signed (peer):

Name of peer:

Date:

**Overall rating by assessor**

Satisfactory / Pass Unsatisfactory / Fail

Signed (assessor):

Name of assessor:

Date: