



## Professional Level Portfolio Guidelines

The CYCCB portfolio includes eight reflective exercises for candidates to demonstrate how specific competencies are applied in their professional practice. Each item is based on competencies which have not been assessed by the exam, application, colleague references, or supervisor assessment.

Portfolios are reviewed by two assessors on a 'meets/does not meet criteria' basis. If a section 'does not meet criteria', the assessor's comments are returned to the candidate to guide revision and resubmission.

Citations should be formatted to conform to the American Psychological Association Publication Manual format ([www.apastyle.org](http://www.apastyle.org)). The Online Writing Lab at Purdue University provides helpful writing resources (<https://owl.english.purdue.edu/owl/resource/560/01>).

### Instructions

1. Download the template provided at [www.inyouthwork.org](http://www.inyouthwork.org)
2. Select one exercise from each section and provide a written response no longer than 500 words.
3. Rename the file “**CYCCB Portfolio Firstname Lastname**”.
4. Submit the file in the upload field in the online application.

Notification of approval or comments for revision and resubmission are typically sent within 4 to 6 weeks.

Section 1: Personal Experience	Assessment Criteria
(a) Describe three examples of how your childhood and/or life experience connects to or impacts your current practice.	<ul style="list-style-type: none"> <li>• Includes three examples from childhood and/or life experience</li> <li>• Examples connect to or impact current practice</li> </ul>
(b) Describe your plan for staying current with developments in child and youth care over the next two years. Describe the new skills and knowledge you may want to gain and your plan for achieving those goals.	<ul style="list-style-type: none"> <li>• Describes a coherent plan for staying current</li> <li>• Describes specific skills and knowledge desired</li> <li>• Plan covers minimum of a two year timeframe</li> </ul>
(c) Describe your personal contribution to the development of the child and youth care field (e.g. publications, presentations, training, teaching, leadership, mentorship, research). Include your future plans for ongoing contribution to the field as well.	<ul style="list-style-type: none"> <li>• Describes personal contribution to the field</li> <li>• Includes at least one relevant contribution</li> <li>• Includes description of future plans</li> </ul>
Section 2: Professional Awareness	Assessment Criteria
(a) Identify a specific area of interest in child and youth care. Discuss current professional issues, trends, and challenges. Include references to support your discussion. Include a formatted reference list at the end of your discussion.	<ul style="list-style-type: none"> <li>• Specific area of interest clearly identified</li> <li>• Discusses professional issues, trends, and challenges</li> <li>• References included which support discussion</li> </ul>
(b) Briefly describe a specific practice setting or population. List five local, state/provincial, and/or national organizations (e.g. services, associations) or events (e.g. training, conferences) and describe how each supports the practice setting or population.	<ul style="list-style-type: none"> <li>• Practice setting or population clearly identified</li> <li>• Includes five organizations and/or events</li> <li>• Describes how each organization and/or event supports practice setting or population</li> </ul>
(c) Develop an annotated bibliography on a topic of special interest within child and youth care. Clearly identify the topic and include at least four items. Citations may include both classic and/or contemporary publications.	<ul style="list-style-type: none"> <li>• Topic clearly identified</li> <li>• Includes minimum of four annotated references</li> <li>• References relevant to topic</li> </ul>

Section 3: Reflective Practice	Assessment Criteria
(a) Select a specific philosophy of practice (e.g. a specific theoretical orientation, approach, strategy) and describe how it provides guiding principles for the design and practice of child and youth care.	<ul style="list-style-type: none"> <li>• Specific philosophy of practice identified</li> <li>• Describes how it provides guiding principles for the design and practice of child and youth care</li> </ul>
(b) Describe the value of incorporating wellness practices into your own lifestyle. Include examples of how you manage stress and what you do to maintain physical and emotional well being. Describe a work situation when you experienced stress and describe which self-care technique or strategy you used and how it impacted your interactions with others.	<ul style="list-style-type: none"> <li>• Describes value of wellness practices</li> <li>• Includes examples of stress management and maintaining physical and emotional well being</li> <li>• Describes a stressful work-related situation, a specific self-care technique or strategy, and how it impacted interactions with others</li> </ul>

Section 4: Advocacy	Assessment Criteria
(a) Describe a specific example in which you and/or your organization advocated for the rights of or more young people. Include what contributed to a successful outcome or what you learned from the experience.	<ul style="list-style-type: none"> <li>• Describes a specific example of personal or organizational advocacy</li> <li>• Identifies what contributed to a successful outcome or what was learned</li> </ul>
(b) Describe a specific example in which you and/or your organization successfully empowered a young person or group to advocate for their own rights. Include what contributed to a successful outcome or what you learned from the experience.	<ul style="list-style-type: none"> <li>• Describes a specific example of empowering a young person or group to advocate for their own rights</li> <li>• Identifies what contributed to a successful outcome or what was learned</li> </ul>
(c) Describe the specific strengths and weaknesses of your organization related to advocacy for the rights of young people. Explain how you might contribute to improving one identified area.	<ul style="list-style-type: none"> <li>• Describes specific strengths and weaknesses</li> <li>• Explains potential contribution to improving one identified area</li> </ul>

Section 5: Access to Advocacy Resources	Assessment Criteria
(a) Explain where practitioners may access information on the rights of children, youth and families (e.g. United Nations Convention on the Rights of the Child, state/provincial advocacy resources). Describe how you integrate a widely accepted right of children and youth (e.g. survival, development, protection, participation) in your current practice.	<ul style="list-style-type: none"> <li>• Explains where to access information on the rights of children, youth, and families</li> <li>• Describes integration of a widely accepted right of children and youth in current practice.</li> </ul>
(b) Describe three state/provincial or national organizations that support advocacy for the rights of young people. Include a list of the name, vision or mission, and website of each organization. Describe how you might use resources from one of the identified organizations in your current practice.	<ul style="list-style-type: none"> <li>• Includes three relevant organizations</li> <li>• Includes name, website, and vision/mission for each</li> <li>• Describes use of a resource in current practice</li> </ul>

Section 6: Developmental Support	Assessment Criteria
(a) Explain a specific situation or intervention in which you partnered with family members to provide developmental supports. Describe the strategies you used to engage family members in the process.	<ul style="list-style-type: none"> <li>• Describes relevant situation or intervention</li> <li>• Describes strategies used to engage family members</li> </ul>
(b) List five local resources that assist in promoting the healthy development of young people and families. Describe how each of these resources might be used to support and strengthen your current practice.	<ul style="list-style-type: none"> <li>• Includes five relevant resources</li> <li>• Describes how each might be used to support and strengthen current practice</li> </ul>

Section 7: Diversity	Assessment Criteria
<p>(a) Discuss the role of cultural and human diversity in the development of healthy and productive relationships. Include a specific situation in which you were aware of cultural differences and how it affected your interactions.</p>	<ul style="list-style-type: none"> <li>• Describes role of cultural and human diversity in development of relationships</li> <li>• Includes a specific situation of cultural differences and how affected interactions</li> <li>• Recognizes value of diversity and avoids stereotypes and prejudice</li> </ul>
<p>(b) Describe a personal experience with elements of a culture different from your own. Include examples of cultural differences (e.g. values, family life, daily living) and how they impacted your personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Describes a relevant cultural experience</li> <li>• Includes examples of cultural differences and how they impacted personal and professional development</li> <li>• Recognizes value of diversity and avoids stereotypes and prejudice</li> </ul>

Section 8: Intervention	Assessment Criteria
<p>(a) Describe a specific crisis situation in which you were involved. Explain what you did that impacted the success or failure of the situation. Include how you integrated what you learned from the experience into your practice.</p>	<ul style="list-style-type: none"> <li>• Describes specific crisis situation</li> <li>• Identifies actions that impacted success or failure</li> <li>• Describes integration of what was learned</li> </ul>
<p>(b) Describe a specific intervention in which you participated, including your role and the skills you used. Explain the goal of the intervention and circumstances in which this intervention would or would not be useful. Include references to literature and/or curriculum which support this intervention.</p>	<ul style="list-style-type: none"> <li>• Describes specific intervention, including role and skills used</li> <li>• Includes the goal of the intervention</li> <li>• Includes circumstances in which intervention would or would not be useful</li> <li>• Includes supporting references</li> </ul>
<p>(c) Describe the crisis intervention model in your current practice setting. How do your personal strengths support successful implementation of the model? Describe areas in which you or the model could improve to be more effective.</p>	<ul style="list-style-type: none"> <li>• Describe crisis intervention model</li> <li>• Identifies personal strengths relevant to model</li> <li>• Describe areas for improvement</li> </ul>