**Diocese of Chester IME 2 Portfolio**

**Contents required for the AEC process:**

**Safeguarding**

Certificates issued within the last three years for:

Basic awareness safeguarding training

Safeguarding foundations training

Leadership safeguarding training

Raising awareness of domestic abuse

Safer recruitment and people management

You may also like to complete other training (for example, in specialist areas such as mental health first aid, unconscious bias, local authority safeguarding modules, etc) and include evidence in this portfolio.

**Year 1**

A copy of the Ministry and Training Agreement (MTA)

At least one reflection on the Bishops’ Book Groups

A copy of the end of year 1 self-reflection

A copy of the training incumbent’s report

**Year 2**

A copy of the Ministry and Training Agreement (MTA)

At least one reflection on the Bishops’ Book Groups

Written feedback from 18-month portfolio review

A copy of the end of year 2 self-reflection

A copy of the training incumbent’s year 2 report

**Year 3**

A copy of the Ministry and Training Agreement (MTA)

At least one reflection on the Bishops’ Book Groups

A copy of the end of year 3 self-reflection

A copy of the training incumbent’s year 3 report

**Curates may include a variety of further supporting evidence including:**

Personal Theological Reflections

Examples of service preparation, relevant sermons, minutes of chaired meetings etc.

Written sermon feedback from a variety of people

Own materials developed (e.g. small group teaching aids)

Letters/cards received

Evidence of additional courses attended

**Appendix**

Include here your log of experiences and training and your supervision logs (these will assist in completing the Learning Outcomes Record and will provide evidence of experience, learning and growth).

Portfolios will be reviewed with the IME 2 Officer around 18 months through the curacy, and written feedback will be given. Portfolios themselves are not submitted for the AEC process, but they will inform the process and provide evidence where there are questions about whether a particular aspect of the Formation Criteria has been successfully met. The IME 2 Officer, Bishop, or other Diocesan Officers may ask to view portfolios.

The variety of evidence required with the opportunity for review of portfolios provides a process which should not see anybody reaching the end of the curacy with a question mark about successful completion of AEC, without clear documentation of the issues and evidence of the training and support offered to demonstrate the required competencies.

**Learning Outcomes Record**

This should be updated, edited, and completed throughout the curacy, with appropriate evidence noted on the record and kept in the portfolio. The Learning Outcomes Record will be submitted as part of the AEC process.