

Honours Bachelor of Applied Science in
Community Social Services

**Professional Portfolio Guidelines
Fall 2025**

Portfolio Requirements

Documents Required by May 15, 2025	Submission Instructions
Official Academic Transcripts and Documents Refer to your WebAdvisor account to view which documents are required	Review instructions on “After Applying” on this weblink
1. Detailed Résumé	Uploaded to WebAdvisor
2. Professional Statement	Uploaded to WebAdvisor
3. Field Placement Attestation Form <i>Only required for current diploma graduates outside of Ontario</i> The field placement confirmation form signed by a member of the academic institution (i.e. Program Coordinator, Field Placement Advisor, Dean) confirms the successful completion of a minimum of 600 hours of field placement.	Emailed directly by college administrator to admissions@guelphhumber.ca
OR Confirmation of Substantially Equivalent Social Service Work Experience Form <i>Only required for diploma graduates that have worked for over three years in the field</i>	Emailed directly from manager/administrator to admissions@guelphhumber.ca

Please Note:

Queries regarding the completion of this portfolio can be directed to Olivia Boukydis, M.S.W., R.S.W., Interim Chair, Community Social Services at olivia.boukydis@guelphhumber.ca.

For administrative questions, please contact Admission Services at admissions@guelphhumber.ca.

Guidelines for Submission of the Professional Portfolio

The **Honours Bachelor of Applied Science in Community Social Services** program at the University of Guelph-Humber is designed to recognize the prior learning and employment experience of successful applicants. An important aspect through which this is demonstrated is the submission of a professional portfolio providing documentation along three key components:

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1. Detailed Résumé

- Submitted via WebAdvisor using 'Upload' feature in the "My Documents" section.
- You are encouraged to use size 12 Arial OR Times New Roman font

2. Professional Statement

- Submitted via WebAdvisor using 'Upload' feature in the "My Documents" section.
- Describe key areas of learning and growth from prior educational and work experience.
- Correct English language usage and APA style of documentation are important considerations in assessing the Professional Portfolio.

3. Field Placement Attestation Form

Only required for current diploma graduates outside of Ontario

- Emailed from **Program Coordinator/Administrator** to UofGH Admission Services
- The field placement confirmation form signed by a member of the academic institution (i.e. Program Coordinator, Field Placement Advisor, Dean) confirms the successful completion of a minimum of 600 hours of field placement.

OR

Confirmation of Substantially Equivalent Social Service Work Experience Form

Only required for diploma graduates that have worked for over three years in the field

- Emailed directly from **manager/administrator** to UofGH Admission Services

Detailed Résumé

Submit a current detailed Résumé chronicling the following:

1. Education

- Dates attended of all college and university programs either fully or partially completed
- Credential awarded or in progress

2. Employment – all experiences both Social Services (or equivalent) related and 'generic' – See Example below

- Start and end dates of all work experiences
- The duration of each experience must be stated (month/year) in chronological order.
- Indicate if it is full or part-time employment
- Please distinguish between internship experiences and full-time work after graduation from your diploma program
- Bullet point descriptions must be included with your specific roles and responsibilities listed.

3. Professional Development (dates of training, workshops and association memberships)

4. Volunteer (dates and nature of volunteer experiences)

5. Practica or field placements (dates and details)

6. Publications/Documents Written

- o Although publications and/or documents written are not a requirement of applicants to the degree completion program, applicants are invited to include the details of any published articles or documents authored or co-authored.

EXAMPLE:

Family Matters Services

February 2009 – August 2013

Social Service Worker, Toronto, Ontario – 40 hours/week

- Worked with families in low-income pockets in the GTA to find affordable living services
- Provided guidance and counselling services to families in need
- Prepared reports for provincial and federal reporting on living services

Professional Statement

“The scope of practice of the profession of social service work means the assessment, treatment, and evaluation of individual, interpersonal and societal problems through the use of social service work knowledge, skills, interventions and strategies, to assist individuals, dyads, families, groups, organizations and communities to achieve optimum social functioning.”

The OCSWSSW Codes of Ethics and Standards of Practice

- A social services professional holds a pivotal role in individual and societal transformation - supporting vulnerable populations, promoting and advocating for social change, and respecting the intrinsic worth of all persons. Self-reflection is a critical aspect of our development and growth, especially in the process of helping others. Reflect on and compose a Professional Philosophy Statement; a brief narrative (2 pages, 500 words maximum) that captures the essence of your professional values and beliefs about social service work.
- Incorporate the following in your statement:
 - the importance of ethical and professional judgment and practice
 - the SSW, DSW or CYW role in micro, meso, and macro levels of practice
 - the meaning of professional development and life-long learning
 - the importance of personal care in social service work
 - the SSW, DSW or CYW's role in client empowerment
 - the SSW, DSW or CYW's role in societal change
 - additional aspects not included in this list that you feel are important to your philosophy

If you choose to incorporate references to support your statement, you are responsible for providing appropriate referencing. Guidelines can be found on the OWL Purdue Online Writing Lab at: <http://owl.english.purdue.edu/owl/resource/560/01/>

Field Placement Attestation Form
Only required for current diploma graduates outside of Ontario

The field placement attestation form confirms that the applicant satisfies the minimum requirement of 600 field placement hours as part of their diploma program.

Instructions for the Verifier

1. This form is to be completed by someone who has direct knowledge of the applicant's cumulative field placement history and must hold a position at the institution where the diploma was obtained (i.e. Program Coordinator, Program Chair, or Field Placement Coordinator).
2. Input all the required information including: the applicants name, field placement agency information, the number of hours completed at each field placement site, and corresponding time frame.
3. Include verifier's information and signature. A handwritten or electronic signature is required. Note: A typed signature will not be accepted.

Applicant Information

Applicant Name	
Name of Program and Institution	
Year of Graduation	

Field Placement Site Information

Note: If the applicant completed more than three field placements as part of the diploma requirements, please include the information at the bottom of the page using the same format.

Agency Name and Address	
Placement Timeframe including (e.g. September to December 2024)	
Hours completed at agency	

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Placement Timeframe including (e.g. September to December 2024)	
Hours completed at agency	

Total number of hours

Verifier Information

Full Name	Credentials
Position	Phone/Email

Please describe your relationship with the applicant?

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By ticking this box, I confirm, to the best of my knowledge, that the applicant has successfully completed a minimum of 600 field placement hours. ☐

I hereby affirm that the information above is true and accurate.

Signature:

Date:

Confirmation of Substantially Equivalent

Social Service Work Experience

(adapted from Length of Practice and Supervision Confirmation Form, OCSWSSW)

Only required for diploma graduates that have worked for over three years in the field

This form is to be completed by the applicant's employer (or previous employers). The manager/administrator should email the completed form to admissions@guelphhumber.ca. The form must then be included with the portfolio. Forms that are submitted unsealed, unsigned and/or undated will not be reviewed.

The individual has applied to the University of Guelph-Humber's Community Social Services Degree Completion program. Successful applicants are required to have worked a minimum of 5,000 hours (normally 3 years full-time experience) as a Social Service Worker or equivalent (SSW, DSW, CYW), as recognized under the province of Ontario's Social Work and Social Service Work Act, 1998. The applicant may qualify for any or part of the required employment hours prior to attainment of the SSW diploma, if prior work experience can be substantiated as equivalent to work performed by an SSW.

To assist our admissions department in determining whether the applicant provided substantially equivalent services as a SSW, DSW or CYW, please have the manager/administrator provide us with the following information concerning the period of time the applicant was employed in the role of a SSW, DSW or CYW, taking into account the following standards of practice:

Social Service Worker

Social Service Workers maintain professional relationships which adhere to legal and ethical standards, and it is expected that they will have a commitment to work for social justice and to promote the development and sustainability of a culture of equality. They work with individuals, families, groups, and communities in identifying and mobilizing resources to facilitate opportunities for positive change. (MTCU Social Services Worker Standard of Practice)

Developmental Service Worker

Developmental Services Workers are trained to provide person-directed support and services for people with developmental disabilities in a manner that is respectful and fosters self-determination and empowerment. Additionally, they are prepared to promote the development of inclusive communities. They are trained to maintain the health and safety of the people they support; provide health care, perform health care procedures and administer medications within their scope of practice. (MTCU Developmental Services Worker Standard of Practice)

Child and Youth Worker

Child and youth care practitioners work collaboratively with children, youth and their families from child and youth-centered, developmental and ecological perspectives which

emphasize and value the interaction between individuals and their physical, cultural and social environments including family, community and social services, as well as the educational and justice systems. Child and youth care practitioners maintain an anti-oppression perspective in their work and demonstrate cultural competence in diverse cultural contexts. (MTCU Child and Youth Care Standard of Practice)

Confirmation of Substantially Equivalent Social Service Work Experience

Only required for diploma graduates that have worked for over three years in the field

Name of Applicant	
University of Guelph-Humber Student Number	

1. Please provide us with information about the period of time when the applicant practiced in the role of a SSW, DSW or CYW.

From: _____ To: _____
day/month/year day/month/year

Title of Position Held by Applicant: _____

Description of Role: _____

Hours Worked Per Week: _____ Total Hours Worked in Role: _____

2. Did the applicant have direct responsibility for providing SSW, DSW or CYW services during the above period of time?

☐ Yes ☐ No

If answered "Yes", please briefly describe the duties performed.

3. Please describe the setting in which the applicant practiced in the role of a SSW, DSW or CYW and the population(s) the applicant served.

4. Did the applicant's practice involve any of the following duties and responsibilities?

(i) Assessment ☐ Yes ☐ No

If you answered "Yes", please provide examples:

(ii) Treatment ☐ Yes ☐ No
If you answered "Yes", please provide examples:

(iii) Evaluation ☐ Yes ☐ No
If you answered "Yes", please provide examples:

5. Did the applicant use any of the following in the course of performing his/her duties?

(i) SSW, DSW or CYW knowledge ☐ Yes ☐ No
If you answered "Yes", please provide examples:

(ii) SSW, DSW or CYW skills ☐ Yes ☐ No
If you answered "Yes", please provide examples:

(iii) SSW, DSW or CYW interventions ☐ Yes ☐ No
If you answered "Yes", please provide examples:

(iv) SSW, DSW or CYW strategies ☐ Yes ☐ No
If you answered "Yes", please provide examples:

6. Did the applicant provide services to assist any of the following?

(i) Individuals ☐ Yes ☐ No

(ii) Dyads ☐ Yes ☐ No

(iii) Families ☐ Yes ☐ No

(iv) Groups ☐ Yes ☐ No

(v) Organizations ☐ Yes ☐ No

(vi) Communities ☐ Yes ☐ No

7. Was the purpose of the services provided to achieve optimum social functioning?

☐ Yes ☐ No

8 Did a social worker, a SSW, DSW or CYW supervise the applicant during the time period providing the social work services?

☐ Yes ☐ No

Approximate total number of hours that the applicant worked under the supervision of a Social Worker or a SSW, DSW or CYW:

I hereby confirm that the information provided in this form is accurate, and acknowledge that the University of Guelph-Humber will be relying on this information in considering the above-named individual's application for admission.

Name of the person completing this form: _____

Signature: _____ Printed Name: _____

Date Signed: _____ Title: _____