

## 5 ● Forms for Portfolio Building

- Assessors may only keep Candidate/Trainee's work for a period of two weeks.
- Where there appear to be gaps in evidence or the Assessor feels that evidence is incomplete the **Record of Questions and Answers (Form 11)** may be used for the Assessor to verify verbal evidence of knowledge and understanding of the skill in question. **Record of Observation (Form 09)** may also be used for the Assessor to visit the Candidate/Trainee in the workplace and observe the Candidate/Trainee at work, to provide further evidence.
- When the Assessor is satisfied that the Candidate/Trainee has completed the criteria of competence and that the evidence provided is sufficient to prove competence in each of the Skills, he/she will sign the top of each page and return the portfolio to the Provider.\*
- The Provider will then appoint a Verifier
- The Provider will then send the portfolio to the appointed Verifier\* who will examine it. The Verifier will ask to check evidence or interview a Candidate/Trainee where they believe that the content is insufficient.
- The Verifier will then sign **Assessors Checklist (Form 05)**, and return the portfolio to the Provider.\*

\* As portfolios are bulky it is not always necessary to send them to the Provider. Alternative delivery arrangements may be made but the person who is handing over the portfolio to the Provider should confirm these in writing.

\*\* At least 70% of Criteria of Competence must be satisfied in order to prove competence in the skill.

### List of Forms

**Form 01. Registration and application form**

**Form 02. Self Assessment Guide in Guide to Skills and Knowledge for ECCE.**

PORTFOLIO BUILDING FORMS:

**Form 03. Portfolio Front Page**

**Form 04. Portfolio Contents Page**

**Form 05. Assessors Checklist**

**Form 06. Assessors Checklist continuation**

**Form 07. Verifier report**

PRE-FORMATTED EVIDENCE MATERIAL:

**Form 08. Record of Mentor//Trainee contact**

**Form 09. Record of observation**

**Form 10. Practical Activity sheet**

**Form 11. Record of questions and answers**

**Form 12. Record of individual sessions.**

**Form 13. Reflective accounts**

