4 ● The Portfolio Building Process

4. Candidate/Trainee will have already completed one or more Record of **Mentor/Candidate/ Trainee contact (Form 08)**. These, together with blank ones for further use should be filed together behind the front page.

5. Following this, file a blank copy of **Portfolio Contents Page (Form 04)**, to be completed when the portfolio is finished and pages have been numbered.

6.. At this stage, Candidate/Trainee needs to read and become familiar with the skills written in **Guide to Essential Skills and Knowledge** and **Criteria of Competence** Booklets, and to consider the types of evidence whose use might be appropriate, from their own experience and prior learning.

7. Once evidence has been identified, Candidate/Trainee can start to complete the column next to each skill entitled " How will I get the Evidence?"

The **Criteria of Competence Booklets** have two purposes:

- to inform Candidate/Trainee of the Skills and Criteria of Competence
- as a working sheet to plan and identify evidence the Candidate/Trainee can use.

Collecting Evidence

8. As each piece of evidence is collected, enter it on ***Portfolio Contents Page (Form 04)***.

- Do not enter page number yet.
- Enter the letter, which identifies the category/type of evidence in the Evidence category column. *(See **Types of Evidence, page 6** for clarification).*
- Enter the Skills/ Criteria of Competence number to which this evidence corresponds.

9. Continue as above until the Module is complete.

10. Page numbers may now be written on pages in the portfolio and corresponding numbers may then be added to the page number column on **Portfolio Contents Page (Form 04)**. Using letters after numbers may help where there is diverse evidence for one Skill, e.g. 28A, 28B etc. or where pages are added after numbering has been completed.

11. If there is accompanying evidence, which will not fit into the portfolio e.g. video or artwork, these must be clearly labelled and identified on the index ***e.g.*** *"See accompanying box".*

Assessment Procedures

Candidate/Trainee will contact their Mentor when they have completed their portfolio. This is when one or more Module(s) have been completed with appropriate evidence gathered and all the forms completed.

1. The Mentor will then review the portfolio with the Candidate/Trainee and will start to fill in the Assessors Checklist (Form 05),** initialling and dating where she/he is confident sufficient evidence has been provided. If the Mentor has had doubts as to whether the evidence is sufficient, blanks will be left on the form for the Assessor/Verifier to review.

In some situations the Mentor/Assessor's role is combined and therefore steps 2, 3 and 4 will not take place.

2. The Candidate/Trainee sends completed module(s) to the Provider. *

3. Once the Provider receives the completed module from the Candidate/Trainee he/she sends a letter confirming receipt of it and indicating that the assessment procedure will now begin.

4. An Assessor will then be appointed by the Provider and the portfolio will be sent to her/him.* The Assessor will contact the Candidate/Trainee and arrange a meeting.

2. The assessment process will then take place.

- The Assessor will read through the Candidate/Trainee's portfolio and complete **Assessor Checklist (Form 05)** that the Mentor will have begun. The Assessor should check briefly those skills, which the Mentor has already initialled.

Continued overleaf ➤