

Portfolio of Evidence for FETC Business Administration 61595

Prepared By:

Date of Programme


Portfolio of Evidence Table of Contents

Section	Item description	Page or Section
	Title page (Your name and contact details and qualification title)	
1	Personal details	
	My personal profile	
	Enrolment form	
	Certified copy of ID	
	Highest school leaving certificate- certified	
	My curriculum vitae	
	My job description	
	My relevant certificates	
2	Assessment documents	
	Request for assessment	
	Enrolment form	
	Assessment confirmation	
	Assessment contract	
	Assessment preparation interview	
	Assessment meeting checklist	
	CAT policy	
	CAT application form	
	Assessor judgement CAT	
	Appeal process	
	Appeal form	
	Assessment plan	
	Profile of Assessor	
	Declaration of authenticity	
	Evaluation of the Assessment process	
	Portfolio checklist	
3	Qualification	
	Copy of qualification	
4	My evidence	
	Cluster 1	
	Remediation Cluster 1	
	Cluster 2	
	Remediation Cluster 2	
	Cluster 3	
	Remediation Cluster 3	
	Cluster 4	
	Remediation Cluster 4	

Portfolio of Evidence Checklist

Instructions: Work through this checklist to see if you have left anything out. If you have, include it BEFORE you hand your portfolio in. Leave the checklist in your portfolio because your ASSESSOR will also check these things.

Item to check	Yes	No
Have you completed the learner info registration form for the NLRD	✓	
Are your contact details clear and correct and on the front page?	✓	
Are your certificates and ID validated (certified as true copies) by a Commissioner of oaths?	✓	
Have you included your current organisational structure and shown where you fit in (organogram)?	✓	
Have you included a current signed job description?	✓	
Have you included an updated and signed CV?	✓	
Is every section clearly numbered and in order?	✓	
Have you linked (cross referenced) your evidence to the unit standards and/or exit level outcomes?	✓	
Have you linked your evidence to the critical cross-field outcomes in each cluster?	✓	
Have you completed and signed your assessment plan	✓	
Have you marked and numbered any additional pieces of evidence?	✓	
Have you made a copy of your portfolio?	✓	
Have you signed where you need to?	✓	
Have you had signed a declaration of authenticity?	✓	
Have you included a signed copy of your Assessment contract	✓	
Have you signed and dated all the documents and evidence in your portfolio?	✓	

Date	
Candidates Signature	
Assessors Signature	
Comments	