

Learners Instructions for Portfolio of Evidence

Compiling your Portfolio of Evidence

As a student in a Mict Seta qualification programme you must submit a Portfolio of Evidence (POE) as a very important milestone in order to provide a range of evidence (documents) to show that you have completed the requirements set out for your qualification. At this point you should have completed a number of internal and external assessments and exams that will be submitted as the needed evidence for the POE.

Steps followed:

Phase 1: Compilation

Students are required to compile their own PoE

Phase 2: Assessment

Students submit their PoE to AIE for review

Phase 3: Moderation

Should your PoE be found competent by the assessor, it will be sent for external moderation

Phase 4: Verification

Competent moderated files are shared with Mict Seta for verification and certification

Phase 5: Certification

Mict Seta issues the certificate, student is invited to graduation and receives completion letter

Use the **checklist** (provided as part of the POE template) to ensure that you:

1. complete and sign all the required documents provided, and
2. insert all the additional documents required as evidence.

Once your POE is fully completed, and you have double-checked that all requirements listed on the checklist have been completed in full:

1. **Complete** and sign the checklist (make sure the completed checklist is inserted in your POE)
2. **Submit** your POE on the student portal (create a zip archive folder of your POE)
3. **Notify** the college that you have successfully submitted your POE by logging a Portal ticket with the subject "PM POE Uploaded"

What happens after you submit your POE?

After you submit your POE the AIE will check your POE and return it if any documents, signatures, etc. are outstanding. Once the POE is complete it will be assessed, internally and externally moderated, and sent to the Mict Seta for verification. This is a lengthy process involving several people, and the time taken for this process is outside of the control of the AIE. At any step during this process the POE might be returned for further information or evidence to be included. After the POE has been verified by the Seta, the Seta will issue your formal statement of results and certificate, and the AIE will contact you to arrange for collection or delivery.