Portfolio Presentation – How should evidence be presented?
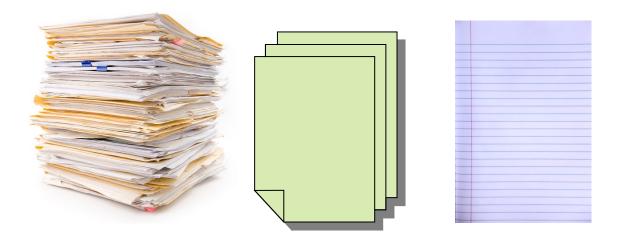
Audit documentation

1. **Something that identifies the learner (front sheet)**
2. **A copy of the unit**
3. **Tracking document to say where the evidence is located**
4. **Assessment plans/tasks**
5. **The evidence (this does not have to be a portfolio, workbook or formal presentation, but must show learner understanding and application)**
6. **Something to show authentication of the learner**
7. **Feedback from the assessor**
8. **Confirmation of achievement**

How much evidence should be in the portfolio?

This is rarely dictated so use the qualification/ unit guides and your own knowledge and experiences to decide what you would expect to see. You can also discuss any issues with your External Quality Assurer.

*Try not to overload the learner with unnecessary paperwork or evidence which will not be used to assess knowledge i.e. leaflets, handouts