DEWDROP VOCATIONAL INSTITUTE

POLICIES

& PROCEDURES

**Portfolio of Evidence (PoE) Policy**

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| **Title: Portfolio of Evidence Policy** | | |
| **Prepared by:**  Malcolm Hendricks | **Reviewed and**  **approved by:** Agatha Nnaji | **Type:**  Policy |
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# OBJECTIVE

The objective of this policy is to outline all the requirements to complete a Portfolio of Evidence according to a set standard and its purpose.

# RESPONSIBILITY

*Review and Maintain Policy:* Internal Quality Assurer, Director of Learning and Executive Director

*Operational Responsibility to Implement:* Facilitators, Assessors and Internal Quality Assurer

# SCOPE

This policy relates to all Learners, Facilitators and Assessors and all Quality Assurers engaged with Dewdrop Institute.

# DEFINITIONS

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| --- | --- |
| **Assessor** | A person who assesses a portfolio of evidence material and formative and  summative assessments with the purpose of evaluating if a learner is competent or not yet competent. |
| **Learner** | A person who is undergoing training to fulfill the criteria for a Dewdrop Institute-accredited course. |
| **Learning activities** | * Activities that must either be recorded in written format and/or demonstrated in practice/role - plays. * These activities indicate the learner’s competence in applying the content of the module and knowledge of the topic. |
| **Learning Module** | A tool that provides course materials in a logical, sequential, order, guiding learners through the content and assessments in the order specified by the Facilitator/Instructor. |
| **Learning Outcomes** | Learning outcomes describe what learners should know, be able to perform, and value as a result of integrating knowledge, skills, and  attitudes learned throughout the course. |
| **Portfolio of Evidence** | A portfolio of evidence is a collection of documents that a learner compiles to show his or her competence against a set of assessment criteria, as well as the required evidence. The portfolio of evidence must  be completed within a set time frame. |
| **Session** | An interactive time slot that entails the facilitation of different modules to  keep learners engaged and ensure that they meet the required learning outcome(s). |

**POLICY AND PROCEDURE**

## Format of a Portfolio of Evidence

The Portfolio of Evidence consists of 4 sections namely:

### Section 1: General Information

* Learner Registration Form.
* Resume, Identification documents, Certified copies of Certificates.
* Guidelines for the development of Portfolio of Evidence.
* Qualification details.
* Appeals procedure and form.

### Section 2: Administration

* Learner Induction.
* Learner Checklist.
* Learner Contract.
* Learner Code of Conduct.
* Declaration of Authenticity.

### Section 3: Evidence

* The Learner workbook.
* The Learner answers completed during the formative assessment activities.
* Classroom activities (role plays, demonstrations) completed during the learning process.
* Workplace assessments from the learner and employer.
* Attendance registers.
* Research or projects completed during the learning activities.
* Additional resources, such as copies or printed documents of related information found during your research.
* Formative assessment reports
* Summative assessment reports.

### Section 4: Reporting

Assessor’s report.

**POLICY AND PROCEDURE**

## Requirements for hardcopy submissions

The guidelines are as follows:

* Learner must use a lever arch file.
* Lever arch files must contain marked file dividers to differentiate between the various learning modules etc.
* Learners must number their files, if more than one is used.
* Do not bind documents or put documents in plastic pockets.
* The following information must be identified on the spine of the file:
  + The name and surname of the learner.
  + Student registration number.
  + Logo of the institute.
  + Course name and cohort group.
* Use the correct templates, where applicable, because it makes it easier for the Assessor to find your evidence.
* Keep electronic copies of your responses in case your file goes missing (a master back-up up file which will be stored at the Institute and an individual back-up file).

## The Purpose of a Portfolio of Evidence

The purpose of the Portfolio of Evidence is to:

* Assess Learner’s accomplishments of the specific learning outcomes.
* Encourage the development of qualities such as pride in quality, ability to self-evaluate, and the ability to accomplish meaningful tasks.
* Provide constructive feedback and document the learners’ work improvement.

## The Assessment of a Portfolio of Evidence

There are three levels of assessment for your portfolio:

* + internal assessment of the Learners’ work by the Trainers
  + internal quality assurance/verification by an Assessor
  + external quality assurance/verification by City & Guilds Quality Assurers Internally:
* When assessing a Portfolio of Evidence, the Assessor will make a decision against each one of the assessment criteria/learning outcomes for each Unit of the Qualification.
* If the Assessor decides that the Learner has provided sufficient evidence, he/she will not be required to submit any further evidence.
* If the Assessor decides that the Learner has not yet provided sufficient evidence, he/she will be expected to submit more.
* Feedback from the Assessor must be provided to the Learners in the agreed timeframe.

This feedback must be done in writing, indicating in detail any corrections required and the timeframe which they must be completed.

***Acknowledgment by the Learner:***

I have received a copy of the above policy which I have read and understood.

Name: …………………………………….

Signature: ………………………………………

Date: ………………………………………