Portfolio Recording Forms

For centres and learners

**March 2012 Version 4.0**

recording forms

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# Recording forms for learner portfolios



City & Guilds has developed these recording forms, for new and existing centres to use as appropriate. The forms offer a cost-effective method of supporting the recording process and are approved by external quality assurers.

Alternatively, City & Guilds endorses a number of electronic recording systems. For details, go to the e-Portfolios page on [**SmartScreen.co.uk**](http://www.smartscreen.co.uk/nonsub/11609948752400.html).

Forms marked with an asterisk (3, 4, 5, 6, 8, 9, and 10, or approved alternatives by Qualification Consultants/EVs) are a requirement. The other forms have been designed to support the assessment and recording process.

#### Learner and centre details (RF01)

Form used to record learner and centre details, and the units/qualification(s) being assessed and details and signatures of assessor(s) and internal quality assurer(s). This should be the first page of the learner portfolio.

#### Learner profile (RF02)

Form used if the learner does not have an appropriate Curriculum Vitae (CV) for inclusion in the portfolio.

#### Expert/witness status list (RF03)\*

Form used to record the details of all those who have witnessed learner evidence. Please ensure that all witnesses who have signed the learner’s evidence or written a report are included on this witness status list. All necessary details must be included and signed by the witness as being correct.

The following **witness status categories** could be used:

* Occupational expert meeting specific qualification requirement for role of Expert Witness (Skills for Care Assessment Principles)
* Occupational expert not familiar with the standards (Witness)
* Non-expert familiar with the standards (Witness)
* Non-expert not familiar with the standards (Witness)

**Professional relationship to learner** can be indicated as follows:

* Manager, supervisor, colleague, customer

#### Assessment plan, review and feedback (RF04)\*

Form used to record unit assessment plans, reviews and feedback to the learner. The form allows for a dated, ongoing record to be developed. This record can be used for single and multiple unit planning. Remember that all planning should be SMART – Specific, Measurable, Achievable, Realistic and Time Bound.

#### Performance evidence record (RF05)\*

Form used to record details of activities observed, witnessed or for which a reflective or self account has been produced. For some, a customised alternative record may be provided in the qualification handbook.

#### Questioning evidence record (RF06)\*

Form used to record the focus of, and responses to, assessor devised questions. (For qualifications which use question banks or online testing, the location of this evidence should be recorded on the Evidence location sheet, form RF08.)

#### Professional discussion evidence record (RF07)

Form used to record the scope and outcome of professional discussion if it is used

#### Evidence location sheet (RF08)\*

Form used to identify what requirements each piece of evidence covers and where it is located, including questioning records which are held elsewhere (for example, because they were conducted online).

#### Unit assessment and verification declaration (RF09)\*

Form used on completion of each unit to meet the QCA requirement for a statement on authenticity. If this form is **not** used, there must be a written declaration, at unit level, signed by the assessor and the learner, that the evidence is authentic and that the assessment was conducted under the specified conditions or context. (See *Centre Manual - Supporting Customer Excellence)*

#### Summary of unit and qualification achievement (RF10)\*

Form used to record the learner’s on-going completion of units and progress to final achievement of the complete unit and/or qualification.

Competence has been demonstrated in all of the units/the qualification recorded using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

**Please photocopy the forms as required for paper based portfolios or upload onto your e portfolio system. Size/layout can be adapted as required.**

RF01 Learner and centre details

|  |  |  |
| --- | --- | --- |
| **City & Guilds qualification** | **Title** |  |
|  | **Number** |  |
| **Level** |  |

|  |  |  |
| --- | --- | --- |
| **Learner** | **Name** |  |
|  | **Signature** |  |
| **Date enrolled with centre** |  |
| **Date registered with City & Guilds** |  |
| **City & Guilds registration/unique learner number (ULN)** |  |

|  |  |  |
| --- | --- | --- |
| **Centre** | **Name** |  |
|  | **Number** |  |
| **Contact number** |  |
| **QA co-ordinator name** |  |
| **QA co-ordinator contact number** |  |

|  |  |  |
| --- | --- | --- |
| **Internal quality assurer 1** | **Name** |  |
|  | **Signature** |  |
| **Contact number** |  |
| **Position** |  |
| **Type** | 🌕 Centre-based 🌕 Peripatetic |

|  |  |  |
| --- | --- | --- |
| **Internal quality assurer 2** | **Name** |  |
|  | **Signature** |  |
| **Contact number** |  |
| **Position** |  |
| **Type** | 🌕 Centre-based 🌕 Peripatetic |

|  |  |  |
| --- | --- | --- |
| **Assessor 1** | **Name** |  |
|  | **Signature** |  |
| **Contact number** |  |
| **Position** |  |
| **Type** | 🌕 Work-based 🌕 Centre-based 🌕 Peripatetic 🌕 Independent |
| **Assessing unit(s)** |  |

|  |  |  |
| --- | --- | --- |
| **Assessor 2** | **Name** |  |
|  | **Signature** |  |
| **Contact number** |  |
| **Position** |  |
| **Type** | 🌕 Work-based 🌕 Centre-based 🌕 Peripatetic 🌕 Independent |
| **Assessing unit(s)** |  |

|  |  |  |
| --- | --- | --- |
| **Assessor 3** | **Name** |  |
|  | **Signature** |  |
| **Contact number** |  |
| **Position** |  |
| **Type** | 🌕 Work-based 🌕 Centre-based 🌕 Peripatetic 🌕 Independent |
| **Assessing unit(s)** |  |

|  |  |  |
| --- | --- | --- |
| **Assessor 4** | **Name** |  |
|  | **Signature** |  |
| **Contact number** |  |
| **Position** |  |
| **Type** | 🌕 Work-based 🌕 Centre-based 🌕 Peripatetic 🌕 Independent |
| **Assessing unit(s)** |  |

|  |  |  |
| --- | --- | --- |
| **Expert witness 1** | **Name** |  |
|  | **Signature** |  |
| **Contact number** |  |
| **Position** |  |
| **Type** | 🌕 Centre-based 🌕 Peripatetic |

|  |  |  |
| --- | --- | --- |
| **Expert witness 2** | **Name** |  |
|  | **Signature** |  |
| **Contact number** |  |
| **Position** |  |
| **Type** | 🌕 Centre-based 🌕 Peripatetic |

RF02 Learner profile

|  |  |  |
| --- | --- | --- |
| **Learner** | **Name** |  |
|  | **Place of work** |  |
| **Assessor(s)** |  |

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| --- |
| **Outline of current job role** |
|  |

|  |
| --- |
| **Previous relevant work roles and responsibilities, including voluntary work** |
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| **Previous relevant qualifications and training/cpd** |
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| **Initial assessment outcomes** |
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| --- |
| **Recognition of prior learning outcomes** |
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RF03 Expert/witness

|  |  |
| --- | --- |
| **Learner name** |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Expert witness** | **Name (print)** |  |
|  | **Signature** |  |
| **Professional relationship to learner** |  |
| **Unit/learning outcomes/ assessment criteria witnessed** |  |
| **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Expert witness** | **Name (print)** |  |
|  | **Signature** |  |
| **Professional relationship to learner** |  |
| **Unit/learning outcomes/ assessment criteria witnessed** |  |
| **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Witness** | **Name (print)** |  |
|  | **Signature** |  |
| **Professional relationship to learner** |  |
| **Unit/learning outcomes/ assessment criteria witnessed** |  |
| **Date** |  |

RF04 Assessment plan, review and feedback

|  |  |
| --- | --- |
| **Learner name** |  |
| **Unit number(s)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **What has to be done /  What has been reviewed and the feedback / Record of judgment or outcome** | **Target date** | **Completed date** |
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| --- | --- |
| **Learner signature** |  |
| **Assessor signature** |  |

RF05 Performance evidence record

|  |  |
| --- | --- |
| **Learner name** |  |
| **Unit number** |  |
| **Reference/page number** |  |

|  |  |  |
| --- | --- | --- |
| Learning outcome/ assessment criteria | Evidence type | Evidence |
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**Evidence type key**

**O** observed by assessor; **EW** seen by expert witness; **W** seen by witness; **S** self/reflective account

|  |  |
| --- | --- |
| **Learner signature** |  |
| **Assessor signature** |  |

RF06 Questioning evidence record

|  |  |
| --- | --- |
| **Learner name** |  |
| **Assessor name** |  |

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| --- | --- | --- | --- |
| **Unit** | **Learning outcome/ assessment criteria** | **Questions** | **Answers** |
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| **Learner signature** |  |
| **Assessor signature** |  |
| **Date** |  |

RF07 Professional discussion evidence record

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| --- | --- |
| **Learner name** |  |
| **Assessor name** |  |

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| --- | --- | --- | --- |
| **Unit** | **Learning outcome/ assessment criteria** | **What is to be covered in the discussion** | **Ref point: audio counter/ portfolio** |
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| **Outline record of discussion content** |
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| **Assessment decision and feedback to learner** |
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| **Learner signature** |  |
| **Assessor signature** |  |
| **Date** |  |

RF08 Evidence location sheet

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| --- | --- |
| **Learner name** |  |
| **Unit number/title** |  |

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| **Learning outcome** |  | | | | | | | |
| **Item of evidence** | **Loc\*** | **Ref** | **Link to assessment criteria (✓)** | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** |
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| **Learning outcome** |  | | | | | | | |
| **Item of evidence** | **Loc\*** | **Ref** | **Link to assessment criteria (✓)** | | | | | |
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| **Learning outcome** |  | | | | | | | |
| **Item of evidence** | **Loc\*** | **Ref** | **Link to assessment criteria (✓)** | | | | | |
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\* Location key: P = portfolio, O = office, W= workplace

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| **Learning outcome** |  | | | | | | | |
| **Item of evidence** | **Loc\*** | **Ref** | **Link to assessment criteria (✓)** | | | | | |
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| **Learning outcome** |  | | | | | | | |
| **Item of evidence** | **Loc\*** | **Ref** | **Link to assessment criteria (✓)** | | | | | |
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| **Learning outcome** |  | | | | | | | |
| **Item of evidence** | **Loc\*** | **Ref** | **Link to assessment criteria (✓)** | | | | | |
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| **Learning outcome** |  | | | | | | | |
| **Item of evidence** | **Loc\*** | **Ref** | **Link to assessment criteria (✓)** | | | | | |
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\* Location key: P = portfolio, O = office, W= workplace

RF09 Unit assessment and verification declaration

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| **Qualification title** |  |
| **Unit number and title** |  |

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| **Learner declaration** | | | |
| I confirm that the evidence listed for this unit is my own work. | | | |
| **Name** |  | | |
| **Signature** |  | **Date** |  |
| **City & Guilds reg number/ULN** |  | | |

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| **Assessor declaration** | | | |
| I confirm that this learner has achieved all the requirements of this unit with the evidence listed. (Where there is more than one assessor, the co-ordinating assessor for the unit should sign this declaration.) Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient. | | | |
| **Name** |  | | |
| **Signature** |  | **Date** |  |
| **Countersignature and date**  For staff working towards the assessor qualification |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal quality assurer declaration** | | | |
| I have internally verified the assessment work on this unit by carrying out the following: | | | |
| 🌕 sampling learner and assessment evidence | | **Date** |  |
| 🌕 discussion with learner | | **Date** |  |
| 🌕 observation of assessment practice | | **Date** |  |
| 🌕 other: please state |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **I confirm that the learner’s sampled work meets the standards specified for this unit and may be presented for external verification and/or certification. 🌕 Not sampled** | | | |
| **Name** |  | | |
| **Signature** |  | **Date** |  |
| **Countersignature and date**  For staff working towards the assessor qualification |  | | |

RF10 Summary of unit and qualification achievement

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner name** |  | **Learner signature** |  |
| **City & Guilds reg/ULN** |  | **Date** |  |
| **Centre name** |  | **Centre number** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit** | **Title** | **Internal quality assurance** | | **Grade *(if appropriate)*** | **Signatures**  **If there is a second line assessor/IV, both must sign** | |
| **Date** | **Evidence** |
|  |  |  |  |  | Assessor |  |
| Learner |  |
| IQA |  |
| EQA |  |
|  |  |  |  |  | Assessor |  |
| Learner |  |
| IQA |  |
| EQA |  |
|  |  |  |  |  | Assessor |  |
| Learner |  |
| IQA |  |
| EQA |  |
|  |  |  |  |  | Assessor |  |
| Learner |  |
| IQA |  |
| EQA |  |
|  |  |  |  |  | Assessor |  |
| Learner |  |
| IQA |  |
| EQA |  |
|  |  |  |  |  | Assessor |  |
| Learner |  |
| IQA |  |
| EQA |  |

**Evidence types key: O** Observation; **Q** Questioning; **P** Work products; **C** Learner/Reflective account; **S** Simulation; **PD** Professional discussion; **A** Assignments, projects/case studies;   
**WT** Witness testimony; **ET** Expert witness testimony; **RPL** Recognition of prior learning

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Useful contacts

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| --- | --- |
| **UK learners**  **General qualification information** | **T: +44 (0)844 543 0033**  **E: learnersupport@cityandguilds.com** |
| **International learners**  General qualification information | T: +44 (0)844 543 0033  F: +44 (0)20 7294 2413  E: **intcg@cityandguilds.com** |
| **Centres**  Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results | T: +44 (0)844 543 0000  F: +44 (0)20 7294 2413  E: **centresupport@cityandguilds.com** |
| **Single subject qualifications**  Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change | T: +44 (0)844 543 0000  F: +44 (0)20 7294 2413  F: +44 (0)20 7294 2404 (BB forms)  E: **singlesubjects@cityandguilds.com** |
| **International awards**  Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports | T: +44 (0)844 543 0000  F: +44 (0)20 7294 2413  E: **intops@cityandguilds.com** |
| **Walled Garden**  Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems | T: +44 (0)844 543 0000  F: +44 (0)20 7294 2413  E: **walledgarden@cityandguilds.com** |
| **Employer**  Employer solutions, Mapping, Accreditation, Development Skills, Consultancy | T: +44 (0)121 503 8993  E: **business@cityandguilds.com** |
| **Publications**  Logbooks, Centre documents, Forms, Free literature | T: +44 (0)844 543 0000  F: +44 (0)20 7294 2413 |

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