

Guidance on submitting evidence in a showcase portfolio

A showcase portfolio is:

A showcase portfolio is a concise collection of evidence selected from the breadth of available evidence. It efficiently demonstrates the apprentice's performance in relation to the specified criteria, and showcases their highest quality work.

The showcase is not directly assessed by the IEPA, but is used as the basis for the professional discussion or interview

The IEPA uses it to familiarise themselves with the apprentice's work in preparation for the discussion, and the apprentice can use it to provide tangible evidence, backing-up their accounts of their work during the discussion.

Types of evidence

Ideally the evidence should be produced in electronic format, or scanned/ photographed to give a clear electronic representation, as it must be submitted electronically for end-point assessment.

The evidence in the showcase portfolio must be chosen to provide valid evidence for the specified criteria being assessed. It can be for example:

- Products/ artefacts – for instance
 - Final products/ artefacts where electronic eg CAD designs, Web pages etc.
 - Creative products eg, look-books, mood boards, drawings, sketches.
 - A set of digital images showing a completed product from a number of angles and close-ups of relevant details. Where relevant, before and after images and stages in development should be included.
 - Electronic documents such as letters, memos, reports, plans.
- Observation evidence – a statement from a suitably qualified person (eg tutor) describing the apprentice's performance in the workplace while carrying out naturally occurring activities. This statement will normally be backed up with video/ audio evidence recording key details.
- Reflective account – an account from the apprentice providing evidence of their thinking eg their considerations of processes/materials used; reasons for decisions made; evaluations and suggested improvements to future practice.
- Witness testimony – evidence from a relevant witness giving their account of what the apprentice has done in their job role. The witness can range from a manager to a customer.

All evidence must be of the apprentice's own work and, for any group work, must clarify and focus only on their contribution.

Where necessary, confidentiality and data protection requirements must be adhered to eg permissions for use of video / images containing identifiable 3rd parties (eg clients), anonymisation of documentation and permissions from clients when submitting designs and plans commissioned by them.

Selecting Evidence

Before selecting the evidence to form the portfolio, the apprentice should review the assessment requirements stated in the task/standard:

- the criteria to be covered by the portfolio
- The type of evidence that can be presented (see above).
- The amount of evidence that should be presented.
- The period of time from which the evidence should have originated (usually this will be towards the end of the apprenticeship).

To assemble their portfolio, the apprentice should consider all the evidence they have available that shows they have met the requirements being assessed. Evidence collected towards the end of their apprenticeship program, as they become independent in their work, is likely to provide the most holistic evidence – ie covering a number of criteria at once. From this, they should select evidence that **most efficiently** meets all the relevant criteria and which demonstrated their **best performance**. While there may be some overlap between the evidence collected, multiple pieces of evidence showing coverage of the same criteria should not normally be submitted for end-point assessment.

There are two questions that an apprentice should consider when selecting work to form their portfolio:

1. *Which pieces holistically (most efficiently) give evidence that together cover all of the relevant criteria?*
2. *Is this the **best** evidence I have, showing that I have met all of the requirements for the higher grade?*

Confirming the evidence selection

When the apprentice has selected the evidence to form their portfolio, this must be reviewed by the employer / provider to ensure:

- All assessment requirements have been met;
- It is line with any requirements relating to the type and amount of evidence required and when the evidence should have originated;
- There is no unnecessary duplication of evidence against the same criteria;
- The work selected represents the best evidence available in relation to grading requirements;
- The clarity of any images or scanned evidence is sufficient to determine the quality of the original evidence.
- Authenticity of evidence has been established.

Preparing evidence for submission

Evidence being uploaded for end-point assessment must be presented as follows:

- Evidence must have a header on each page containing the name and e-signature of the apprentice together with the date the evidence was produced;
- Along with the City & Guilds evidence reference form (found in the end-point assessment recording forms for centre /end-point assessment customers document) completed to
 - Cross-reference each criterion to the relevant piece of evidence
 - Formally declare the authenticity of all evidence.
- Each piece of evidence must be referenced to the criteria it is being submitted against. either on a evidence reference form or within the header