

## How to Guide for High-Quality Evidence

A Portfolio of Evidence is a collection of pieces of evidence that demonstrate how the apprentice meets the knowledge, skills and behaviours (KSBs) of the standard. Apprentices often need to compile a Portfolio of Evidence during the on-programme period of their apprenticeship that will be used either as an assessment method in its own right or to support another assessment method as part of their end-point assessment (EPA).

### Portfolio of Evidence Requirements

Each standard will have different requirements, so it is important to ensure that the Portfolio of Evidence meets the requirements for the chosen individual standard. Differences in requirements include the number of pieces of evidence that should be in the Portfolio of Evidence.



The approach to the Portfolio of Evidence should be qualitative rather than quantitative with fewer, quality pieces of evidence. NCFE provide EPA guidance material for each standard and the maximum number of pieces of evidence for the Portfolio of Evidence will be defined in the Specification and Guidance document for the individual standard. The minimum may also be specified if this is stated in the assessment plan.

### Examples of Evidence Types and What Constitutes as One Piece of Evidence?

Apprentices must choose a good range of evidence that is most suitable to demonstrate how they have achieved the KSBs. It is important to remember that each piece of evidence can be mapped to multiple different criteria and can evidence more than one KSB.

Each individual piece of evidence submitted (sometimes referred to as a 'discrete' piece of evidence) is equivalent to 'one piece'. For example, if the requirement for a standard is that the Portfolio of Evidence must contain a maximum of 20 pieces of evidence and the apprentice submits **2** Witness Testimonies, that counts as **2 pieces of evidence**.

The following are **examples** of evidence types that may be used in a Portfolio of Evidence:

- **written accounts and Reflective Journals:** written by the apprentice; each individual account or journal is a single piece of evidence
- **Witness Testimonies:** for example, by a third party or the employer; each Witness Testimony is a single piece of evidence
- **observations** by the employer or Independent Training Provider (ITP); each observation write up is a single piece of evidence and NCFE provides templates to complete these (available on the EPA Resource Library)
- **product evidence;** for example, Continuing Professional Development (CPD) records or workplace documentation; product evidence should be selected to highlight how the apprentice meets the assigned KSBs\*
- **video or audio recordings** must be a maximum duration of **one** hour in total; if recordings are being used as an alternative to written accounts, then only the apprentices voice should be heard – the recording should not be guided by another person or involve answering questions posed by someone else.

*\* Each piece of product evidence is a single piece of evidence. Consider carefully whether you need to submit the whole 'product', or if you only need to submit the part that is relevant to demonstrate KSBs. If submitting product evidence please ensure that it clearly explains where it meets the KSB criteria.*

The list is not exhaustive and any evidence that the apprentice, in conjunction with their employer and ITP, feels is strong evidence of the required KSBs can be submitted within the Portfolio of Evidence.

If the apprentice wishes to submit one large piece of evidence; for example, a workplace policy, it is important that the apprentice explicitly highlights exactly which parts are relevant to the KSBs to make it clear and accessible for the Independent End-Point Assessor to see.

## Further Information

Embedded documents will be counted as separate pieces of evidence. Screenshots are acceptable but may also be counted as separate pieces of evidence if they are submitted as work-based product evidence. Consideration should be given not to include excessive embedded documents and screenshots within documents.



Copies of internal policies, templates and completed knowledge workbooks are not recommended to be uploaded as evidence. It is acceptable to include references to policies or screenshots of specific sections within the Portfolio of Evidence where applicable, but the inclusion of a full policy does not support the demonstration of KSBs.

Apart from Witness Testimonies or observations, documents written by others should not be submitted as evidence except where the apprentice has contributed to its drafting or development. The apprentice's contribution should be made clear within a written account or a Reflective Journal. Knowledge workbooks and document templates do little to demonstrate the KSBs.

It is important to remember that if your Portfolio of Evidence is being used to underpin or support an EPA (a Professional Discussion, Interview etc.) audio recordings will be difficult to refer to or check. In these cases any audio recordings are recommended to come with a transcript.

**Note:** Remember to refer to the NCFE Specification and Guidance document for specific details regarding the individual apprenticeship standard's Portfolio of Evidence requirements.