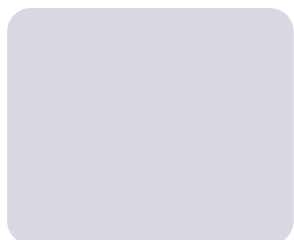




You will be required to pick one further portfolio and complete it as part of the CPCF Stage 2 portfolio requirements as your unit 4 option.

Depending on the areas you intend to work in, will determine which portfolio you are required to complete.

The following outlines the process you will need to do in relation to completing a portfolio:



Followed by


Final stage

The Assessor plays an important part of a person's qualification as you provide the guiding influence throughout the development of the portfolio(s). Without this role, an individual can't move forward in their career.

Assessors and Verifiers will be qualified and have the experience to support those going through the process of qualifying. Their experience will help students to work through their portfolios.

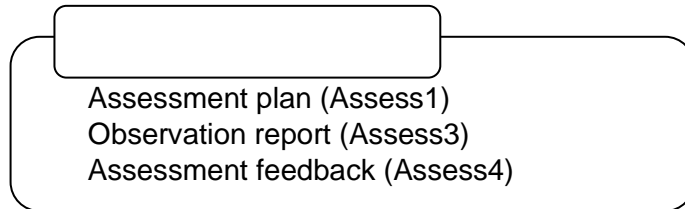
The primary role is to assess the candidates' performance against a range of tasks using the evidence they have submitted. As the Assessor, you will sign off on their evidence and confirm they have met the assessment criteria.

Assessors will be occupationally competent in the subject areas they will be assessing in. For example, if you are assessing a Metrology portfolio, you must be Metrology qualified and have completed the on-line assessor training course (a fee is applicable when completing for the first time) thereafter, the on-line CPPD course must be completed

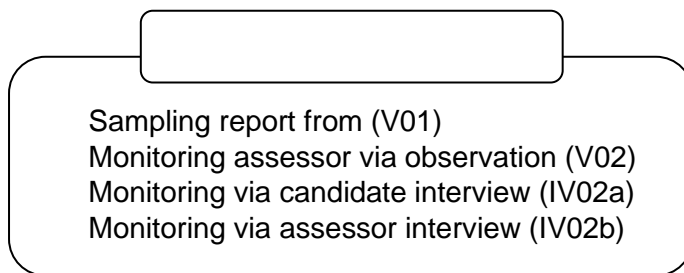


As part of the assessment process the Assessor and Verifier will need to use specific paperwork that helps to standardise this process.

The list below details the paperwork used for each area:



When the portfolio is ready for submission to the Verifier, the following paperwork must be submitted.





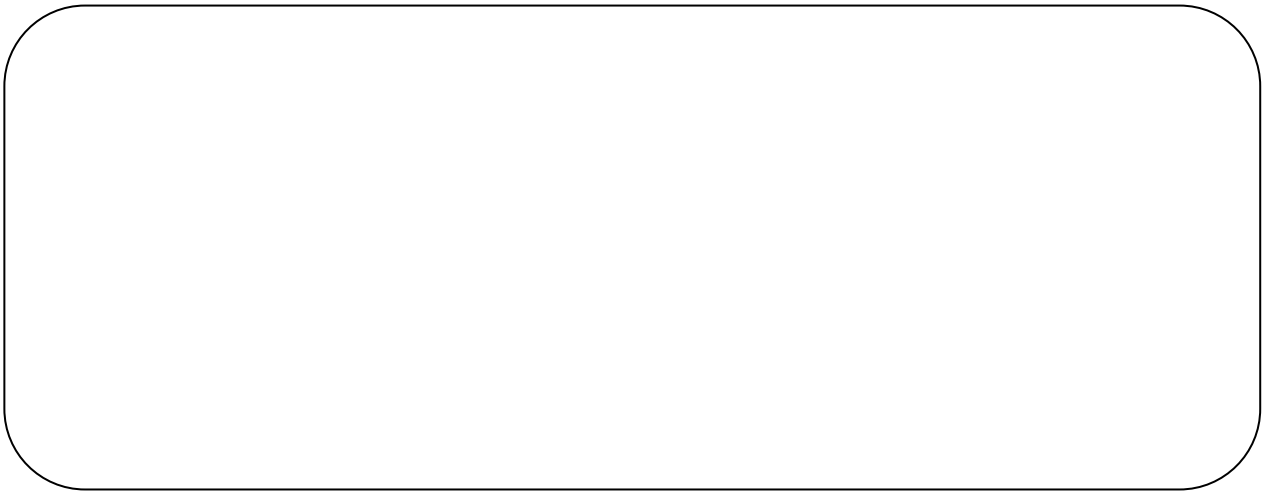
There are two levels of assessment that your portfolio will go through, Assessment and Verification.

The assessment that occurs within your department will look at the following:

The assessor will make a decision against each one of the assessment criteria and the evidence you have provided whether it is your performance completing something or evidence (for example an investigation and the documentation included with that process).

If the assessor decides you have provided enough evidence demonstrating your skills for set criteria, you won't need to provide anything further.

If after reviewing your evidence, your assessor may ask you to provide further evidence; they will help you understand what it is they are looking for to assist you in putting this further evidence together.





Standardisation forms an important part of the portfolio structure and the assessment processes.

"For every candidate completing a portfolio there will be an allocated assessor and verifier. Certain measures are needed to ensure that any assessment decision made on a portfolio is balanced against all other portfolios going through the assessment process.

Below we have set out how we can be confident that this is happening."

Lead Verifier

Individuals will complete the Assessor on-line course. This course will go through the assessment process from start to finish.

Each of the above points are used to ensure portfolios are being assessed at the same level nationwide.

The following is important information regarding the submission of portfolios.

Portfolios can be submitted to the Verifier

Appealing against a Verifier decision

If you are appealing against the decision of the Verifier, then the matter will be referred to an appeals board consisting of:

- an independent assessor
- an independent verifier
- a member of the CTSI examinations assessments board chaired by the lead verifier or nominee

The appeal board may choose to conduct its business electronically or in person. The board will attempt to reach a determination on any appeal made to it within one calendar month of receipt and its decision shall be final and binding in all cases.

SharePoint

Please note that from 2019 onwards we introduced the use of SharePoint when a candidate is submitting portfolios. For further information please check the [SharePoint guide](#)