



**Lost Portfolio/Evidence Policy
23rd February 2021 to February 2022**

Lost Portfolio/Evidence Policy

Policy Statement

This policy states the actions required by the Centre in the event of a loss of a learner's portfolio of assessment evidence. To mitigate the potential issues that could arise. In line with IMI and regulatory requirements, Centres must take all reasonable steps to ensure the safety of learners' work and portfolios, whether they are in transit or being stored on the Centre's premises (hard copy or electronically), adhering to GDPR & DPA requirements at all times. This policy is provided to assist all parties involved in the event of a Learner's work being lost.

Before reporting to the awarding Organisations, Centres must ensure that all possible searches for the work have been made including contacting any third parties that could have had access to the work or file. If following a full and exhaustive search the file remains lost, then the following procedure is to be followed. The Assessor must produce a contact log of contact with the Learner to produce or collect evidence for the portfolio, that contact log must be agreed and signed off by the Learner and detail tasks and/or unit % achieved.

Reporting Process

Step 1 Centre must raise an enquiry attaching a completed Lost Portfolio Notification Form and supplementary evidence.


Step 2 The Centre will contact the Awarding Organisation and submit the Lost Portfolio Form to the appropriate External Quality Assurer (EQA).

Step 3 The EQA will undertake a full review and respond to the centre within 20 working days from receipt of a correctly completed Lost Portfolio Notification Form and any supplementary evidence.

Step 4 The Centre may produce a series of statements from the Assessor, Learner, Learner's Employer and the IQA, that detail what was assessed and where and when and by whom. It may be that a concise portfolio is produced from this detail, in order to not disadvantage the learner. However, the final decision on this is with the Awarding Organisation.

Centre Best Practice

CWLC are moving to a more digital portfolio where documents are produced online or hard copies are scanned and saved in the Learners file in 3 locations, Assessors lap top/computer, CWLC Assessors OneDrive file and backed up on CWLC cloud and hard drive. CWLC are also starting to use E-portfolios so evidence is stored on Assessors Laptop/computer and Quals Direct E-portfolio system, this does not mean access to traditional paper based portfolios will not be used but the production of the paper based portfolio will be scanned and stored as produced ensuring a copy of the Learners portfolio is accessible.

Signature:	
Name:	Keith Horkan
Position in Company:	Head of Quality
Date:	23 rd February 2021
Due for Review:	February 2022

CENTRE IDENTIFICATION

Centre Name:	
Centre Number:	
Centre Contact Name:	
Email / Telephone:	

LOST PORTFOLIO INFORMATION

Date file lost, if known:		Date Reported to CWLC:	
Name of Candidate:			
Candidate/s DOB:		Contact Number:	
Qualification Title:			
Candidate Registration Number:			
Learner Address:			
Description of Circumstances:			
Additional Evidence of Learning to show competence:			
Progress Learner had made with qualification including units completed and approximate % completed This has to be significant progress			

APPROVAL SIGN OFF

Learner Name:			
Signature:		Date:	

Assessor Name:			
Signature:		Date:	

IQA Name:			
Signature:		Date:	