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| Candidate name: | Complete or partial? |
| Candidate start date: | Candidate end date: |
| Have adaptations been used? | |
| Does this candidate meet the minimum requirements? | |

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| Summary of attainment:  **Complete (C)**  **Partial (P)**  **Not Complete (NC)** | * **Level 1 & 2:** 6 curriculum credits (from Bronze/CoPE Level 1/2 book) * **Level 1 & 2** : 8 credits completed   AoPE Level \_\_\_\_\_\_\_\_\_\_\_\_\_ | Portfolio of Evidence  *A portfolio of evidence presented*  *showing organisation and completion of activities appropriate to Level* | |
| **Units** | **Evidence** | **File page ref.** |
|  | **IWWO1 / TW2 (2/3 credits)** Introduction to Working with Others – *evidence of skills, knowledge and understanding using templates provided by ASDAN with supporting evidence*  *Challenge Ref:* | Statements |  |
|  | Reviewing |  |
|  | Supporting Evidence |  |
|  | **PRL1 / 2 (2/3 credits)** Planning and Reviewing Learning - *evidence of skills, knowledge and understanding using templates provided by ASDAN with supporting evidence*  *Challenge Ref:* | Goal Setting |  |
|  | Planning |  |
|  | Learning Log & Reviewing |  |
|  | Supporting evidence |  |
|  | **DWP1 / 2 (2 credits)** Dealing with Problems in Daily Life - *evidence of skills, knowledge and understanding using templates provided by ASDAN with supporting evidence*  *Challenge Ref:* | Exploring |  |
|  | Planning & Reviewing |  |
|  | Supporting evidence |  |
|  | **PCR1 / 2 (2 credits)** Planning and Carrying Out Research – *evidence of skills, knowledge and understanding, using templates provided by ASDAN with supporting evidence*  *Challenge Ref:* | Planning |  |
|  | Carrying out & Reviewing |  |
|  | Presenting results |  |
|  | Supporting evidence |  |
|  | **GD1 / 2 (1 credit)** Group Discussion - *evidence of*  *skills, knowledge and understanding, using templates provided by ASDAN with supporting evidence*  *Challenge Ref:* | Preparing |  |
|  | Observing performance |  |
|  | Supporting evidence |  |
|  | **PGP1 / 2 (2 credits)** Preparing for and Giving a Presentation - *evidence of skills, knowledge and understanding, using templates provided by ASDAN with supporting evidence*  *Challenge Ref:* | Target setting |  |
|  | Planning & Preparation |  |
|  | Observing Performance & Review |  |
|  | Supporting evidence |  |
|  | **DS1 / 2 (2 credits)** Developing Self - *evidence of skills, knowledge and understanding, using templates provided by ASDAN with supporting evidence* | Reflection |  |
|  | Planning |  |
|  | Review |  |
|  | Supporting evidence |  |

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| **Assessor Declaration of partially completed qualification** *(a breakdown of the partially completed units with details of additional supporting evidence to substantiate the claim that this learner would have completed the qualification). Please note this section must be sufficiently detailed to ensure that the EQA agrees to award this learner.* |

**Assessor Declaration*:*** *I confirm that the details above are correct and that the evidence presented is the candidate’s own work:*

**Candidate Declaration:** *“I confirm that the evidence in this portfolio is all my own work.”*

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| Candidate signature: | Date: |
| Assessor signature: | Date: |
| Checked by internal moderator (signature): | Date: |

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| Candidate name: | Complete or partial? |
| Candidate start date: | Candidate end date: |
| Have adaptations been used? | |
| Does this candidate meet the minimum requirements? | |

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| Summary of attainment:  **Complete (C)**  **Partial (P)**  **Not Complete (NC)** | * **Level 3:** 8 curriculum credits (from Personal Effectiveness /CoPE Level 3 book) selected * Minimum of 3 Assessment Units included | Portfolio of Evidence  *A portfolio of evidence presented*  *showing organisation and completion of activities appropriate to Level* | |
| **Units** | **Evidence** | **File page ref.** |
|  | **TW3 (3 credits)**Team working  **Examples of supporting evidence:**  Learning Log (recommended);  Peer and witness statements;  Evidence of role completion  *Challenge Ref:* | TW (p1) Preparation |  |
|  | Own plan with roles & deadlines |  |
|  | TW (p2) Do |  |
|  | TW (p3) Review |  |
|  | Supporting evidence |  |
|  | **PRL3 ( 3 credits)** Planning and reviewing learning  **Examples of supporting evidence:**  Learning Log (recommended);  Witness Statement;  Evidence of targets being met  *Challenge Ref:* | PRL (p1): Preparation |  |
|  | Own plan with activities & deadlines |  |
|  | PRL (p2): Do |  |
|  | PRL (p3): Review |  |
|  | Supporting evidence |  |
|  | **TP3 (3 credits)**Tackling problems  **Examples of supporting evidence:**  Learning Log (recommended);  Witness Statements;  Evidence of the extent to which the problem is resolved  *Challenge Ref:* | TP (p1): Explore |  |
|  | TP (p2): Plan/Do |  |
|  | TP (p3): Review |  |
|  | Supporting evidence |  |
|  | **RS3 (3 credits)** Research skills  **Examples of supporting evidence:**  Learning Log (recommended);  Annotated source material; Data collected;  Feedback from the audience/assessor  *Challenge Ref:* | RS (p1): Plan |  |
|  | RS (2): Carry Out |  |
|  | Research findings/presentation |  |
|  | RS (p3): Tutor Statement |  |
|  | Supporting evidence |  |
|  | **ISP3 (4 credits)** Improving skills in preparing and presenting information  **Examples of supporting evidence:**  Learning Log (recommended);  Annotated source material;  Draft and amended material;  Peer evaluations  *N.b. There are significant differences between ISP and OP: transfer is not recommended*  *Challenge Ref:* | ISP (p1): Evaluating Presentations |  |
|  | ISP (p2): Targets and Planning |  |
|  | Material presented for ISP3.3 and 3.4 |  |
|  | Observation Checklist (s) |  |
|  | ISP (p3): Feedback and Evaluation |  |
|  | Supporting evidence |  |
|  | **LWE3 (3 credits)** Learning through work experience  **Examples of supporting evidence:**  Learning/placement Log (recommended);  Comparison of placements; Evidence of personal development; Report on the placement  *Challenge Ref:* | LWE (p1): Identify |  |
|  | LWE (p2): Organise |  |
|  | Employer Report |  |
|  | LWE (p3): Review |  |
|  | Supporting evidence |  |
|  | **CE3 (3 credits)** Career Exploration  **Examples of supporting evidence:**  Learning Log (recommended); Annotated source material;  Witness statements;  Evidence to support assessment of skills and qualities  *Challenge Ref:* | CE (p1): Exploration and Sources |  |
|  | CE (p2): Skills and Qualities |  |
|  | CE (p3): Plan |  |
|  | Supporting Evidence |  |

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| **Assessor Declaration of partially completed qualification** *(a breakdown of the partially completed units with details of additional supporting evidence to substantiate the claim that this learner would have completed the qualification). Please note this section must be sufficiently detailed to ensure that the EQA agrees to award this learner.* |

**Assessor Declaration*:*** *I confirm that the details above are correct and that the evidence presented is the candidate’s own work:*

**Candidate Declaration:** *“I confirm that the evidence in this portfolio is all my own work.”*

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| Candidate signature: | Date: |
| Assessor signature: | Date: |
| Checked by internal moderator (signature): | Date: |