**IOLP Level 2 Portfolio Evidence Check list**

**When IV’ing portfolio’s the evidence must include the following;**

Learner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IV\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Has the front sheet been fully filled in? |  |
| Have the pages been numbered and portfolio referenced on reference page? |  |
| Has the assessor declaration sheet been signed by the assessor, learner and the internal verifier where relevant? |  |
| Are there written answers to the Part A questions? |  |
| Has the candidate produced 2 separate examples of meeting all learning outcomes? |  |
| Does each example cover 2 targets? |  |
| Has the candidate shown **at least two different ways** of learning to improve their own performance? |  |
| **LP2.1- Help set targets with an appropriate person and plan how these will be met.** |
| **2.1.1** – Has the candidate produced evidence showing they have provided information to help set realistic targets for what they want to achieve? |  |
| **2.1.2** - Has the candidate produced evidence showing they have identified clear action points for each target and how they will manage their time? |  |
| **2.1.3** - Has the candidate produced evidence showing they have identified how to get the support they need and arrangements for reviewing their progress? |  |
| **LP2.2- Take responsibility for some decisions about your learning, using your plan to help meet targets and improve your performance.** |
| **2.2.1** - Has the candidate produced evidence showing they have used their action points to help manage their time well; revising their plan when needed? |  |
| **2.2.2** - Has the candidate produced evidence showing they have chosen ways of learning to improve their performance, working for short periods without close supervision? |  |
| **2.2.3** - Has the candidate produced evidence showing they have identified when they need support and use this effectively to help meet their targets? |  |
| **LP2.3 - Review progress with an appropriate person and provide evidence of your achievements.** |
| **2.3.1** - Has the candidate produced evidence showing they have identified what they have learnt, and how they have used their learning in another task? |  |
| **2.3.2** - Has the candidate produced evidence showing they have identified targets they have met and evidence of their achievements? |  |
| **2.3.3** - Has the candidate produced evidence showing they have identified ways they learn best and how to further improve their performance? |  |
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| Has the candidate provided sufficient additional evidence other than the logbook showing examples of the work they have produced?  |  |
| Has the tutor marked the portfolio? |  |