**IOLP Level 3 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? |  |
| Does the example contain at least **THREE** learning targets? |  |
| Has the candidate used at least **TWO** different styles of learning? |  |
| **LP3.1 - Set targets using information from appropriate people and plan how these will be met.** | |
| **3.1.1** - Has the candidate produced evidence showing they have sought information on ways to achieve what they want to do and identify factors that might affect their plans? |  |
| **3.1.2** - Has the candidate produced evidence showing they have used this information to set realistic targets and identify clear action points? |  |
| **3.1.3** - Has the candidate produced evidence showing they have planned how they will manage their time, use support, review progress and overcome possible difficulties? |  |
| **LP3.2 - Take responsibility for your learning, using your plan to help meet targets and improve your performance.** | |
| **3.2.1** - Has the candidate produced evidence showing they have managed their time effectively to meet deadlines, revising their plan as necessary? |  |
| **3.2.2** - Has the candidate produced evidence showing they have chosen ways of learning to improve their performance, working at times independently and adapting approaches to meet new demands? |  |
| **3.2.3** - Has the candidate produced evidence showing they have reflected on their progress, seeking feedback and relevant support to help them meet their targets? |  |
| **LP3.3 Review progress and establish evidence of your achievements.** | |
| 3.3.1 - Has the candidate produced evidence showing they have provided information on the ways they have used their learning to meet new demands and on factors affecting the quality of their outcome? |  |
| 3.3.2 - Has the candidate produced evidence showing they have identified targets they have met and gather evidence of their achievements? |  |
| 3.3.3 - Has the candidate produced evidence showing they have consulted appropriate people to agree ways 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? |  |