**WWO 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 one example show the candidate can work in **a group or team situation**? |  |
| **WO2.1 - Plan work with others.** | |
| **2.1.1** - Has the candidate produced evidence showing they have identified what they need to achieve together? |  |
| **2.1.2** - Has the candidate produced evidence showing they have shared relevant information to identify what needs to be done and individual responsibilities? |  |
| **2.1.3** - Has the candidate produced evidence showing they have confirmed the arrangements for working together? |  |
| **WO2.2 - Work co-operatively towards achieving the identified objectives.** | |
| **2.2.1** - Has the candidate produced evidence showing they have organised and carried out tasks safely using appropriate methods, to meet their responsibilities? |  |
| **2.2.2** - Has the candidate produced evidence showing they support co-operative ways of working to help achieve the objectives for working together? |  |
| **2.2.3** - Has the candidate produced evidence showing they have checked progress, seeking advice from an appropriate person when needed? |  |
| **WO2.3 - Review your contributions and agree ways to improve work with others.** | |
| **2.3.1** - Has the candidate produced evidence showing they have share relevant information on what went well and less well when working with others? |  |
| **2.3.2** - Has the candidate produced evidence showing they have identified **their** role in helping to achieve things together? |  |
| **2.3.3** - Has the candidate produced evidence showing that they have agreed ways of improving their work with others? |  |
|  | |
| 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? |  |