**WWO 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 show that the candidate has worked as part of a ‘group’ or ‘team’ of **three or more people?** |  |
| Has the candidate checked their progress on at least **TWO** occasions? |  |
| **WO3.1 - Plan work with others.** |
| **3.1.1** - Has the candidate produced evidence showing they have agreed realistic objectives for working together and what needs to be done to achieve them? |  |
| **3.1.2** - Has the candidate produced evidence showing they have shared relevant information to help agree roles and responsibilities? |  |
| **3.1.3** - Has the candidate produced evidence showing they have agreed suitable working arrangements with those involved? |  |
| **WO3.2 - Seek to develop cooperation and check progress towards your agreed objectives.** |
| **3.2.1** - Has the candidate produced evidence showing they have organised and carried out tasks efficiently to meet their responsibilities? |  |
| **3.2.2** - Has the candidate produced evidence showing they have sought effective ways to develop co-operation including ways to resolve any conflict? |  |
| **3.2.3** - Has the candidate produced evidence showing they have shared accurate information on progress, agreeing changes where necessary to achieve objectives? |  |
| **WO3.3 - Review work with others and agree ways of improving collaborative work in the future.** |
| **3.3.1** - Has the candidate produced evidence showing they have agree the extent to which work with others has been successful and the objectives have been met? |  |
| **3.3.2** - Has the candidate produced evidence showing they have identified factors, including their role, in influencing the outcome? |  |
| **3.3.3** - Has the candidate produced evidence showing they have agreed ways of improving their work with others in the future, including interpersonal skills? |  |
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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? |  |