

Portfolio Construction.

The Portfolio is to be split into 5 sections so you will need a ring binder and 5 separators. On the spine of the portfolio write your name and the company name. The layout of the portfolio is as follows:

The Beginning of the portfolio is to contain	{	Name and Company Title Page. Master Matrix. Unit / Element Matrices.
Section 1 should contain	{	Personal details C.V. Copy Certificates etc. Personal Profile.
Section 2 to contain	{	Company Details. Site Plan. <div style="text-align: right; margin-left: 100px;"> Fire Exits Fire Extinguishers Types etc. First Aid Points Charging / refuelling points Alarms / cameras etc. </div> Health and Safety Policy. <div style="text-align: right; margin-left: 100px;"> Highlighted Signed by delegate and assessor. </div> Company profile and any Company literature. Equal Opportunities Policy Disputes Procedures <div style="text-align: right; margin-left: 100px;"> Company NVQ (Mentor) </div> Fire Procedures. <div style="text-align: right; margin-left: 100px;"> Extinguisher Types and uses. </div> Copy of Blank Accident Book Page First Aiders List, with locations and contact details
Section 3 contains	{	Review/Action Plans Standards

Section 4 contains

Assessment Plan 1.	
Assessment Feedback 1.	
Observed Assessment Report 1.	
	Back up documentation
Assessment Plan 2.	
Assessment Feedback 2.	
Observed Assessment Report 2.	
	Back up documentation
Assessment Plan 3.	
Assessment Feedback 3.	
Observed Assessment Report 3.	
	Back up documentation
Incident Report 1.	
	Signed
	Checked
Incident Report 2.	
	Signed
	Checked
Incident Report 3.	
	Signed
	Checked

Section 5 contains

Written Underpinning Knowledge Questions	
	Completed
	Marked
	Signed Candidate and Assessor