



## Using the ECITB E-Qual Paperless Portfolio

Electronic portfolios are now well established in storing evidence for competence-based qualifications. They are particularly suited to *evidential* qualifications where evidence already exists in digital formats. They also facilitate assessment of remote candidates in conjunction with web-based communication systems.

The following procedure is in place:

Approved centres wishing to use the *e-qual* portfolio system request the facility from ECITB VQ administration. They need to specify the qualifications they intend to assess electronically and the name of the centre *e-qual* administrator. ECITB VQ administration will then request a site be established and the VQ qualifications uploaded. All ECITB registered and approved centre assessment team members using the system will need to be registered on *e-qual* by their approved centre *e-qual* administrator.

Registration of the assessment team and candidates can be completed in the following manner;

1. The approved centre *e-qual* administrator registers the list of their assessors and internal quality assurers (IQA) on *e-qual* and designates each a password and login user ID.
2. The approved centre *e-qual* administrator e-mails each assessor and internal quality assurer their login user ID and passwords for the assessment team members. (For security purposes separate e-mails are suggested.) N.B. For the purpose of additional security, assessors and internal quality assurers should be told to change their password on first logging in to the *e-qual* system.
3. Candidates will be registered with the ECITB awarding organisation using the Membership Services Portal. The centre co-ordinator should at the same time arrange access for the candidates to *e-qual* to allow electronic assessment by assigning and notifying them of their login user ID and passwords. N.B. For the purposes of security candidates should be asked to change their Password on first logging in to the *e-qual* system
4. After candidates have been assigned to assessors and IQAs and face to face induction and assessment planning has been completed candidates can start adding performance evidence to their File Store for assessment.
5. The external quality assurer assigned to the approved centre will also have access to the electronic portfolios and will be able to carry out interim audits on portfolios and assessor/IQA activities.

## **Foreign Nationals or Overseas/Remote Workers Working Towards VQs in the UK or Overseas**

When registering foreign nationals and overseas/remote candidates for a VQ qualification the requirement to verify the identity of the candidate requires a process slightly different to when face to face contact is possible. There are additional requirements placed on the candidate, employing company, the approved centre co-ordinator and the assessor.

On the paperless portfolio an additional qualification called 'Authenticating the Candidate' can be found. It is necessary for all foreign nationals and overseas/remote candidates being

assessed electronically to be assessed for this additional qualification using the following procedures.

### **'Authenticating the Candidate' Qualification Structure**

All units are mandatory and there are a total of 4 Units

#### **Unit 1 Candidate Registration**

##### ***Registration - Element 1***

Centre Requirements – Candidate Registration. The approved centre co-ordinator sends a copy of the registration letter to the assessor who will then add it to the *e-qual* file store for the candidate being assessed.

##### ***Authentication Form - Element 2***

The approved centre e-mails a part-completed copy of the form (Section 1 Approved Centre Details) to a named contact within the candidate's employing company.

The company employing the candidate completes Section 2 of the form (Candidate's Details), obtains a digital photograph and electronic signature of the candidate and fixes these to the form.

The candidate's direct line manager is then sent the form electronically and completes Section 3 (Company/Authenticator Details) of the form.

N.B. The person completing both Sections 2 and 3 for the company may be the candidate's direct line manager. The manager then e-mails the part-completed form to the approved centre co-ordinator together with the candidate's CV.

On receipt of the part-completed form the approved centre contact completes Section 4 of the form and forwards a copy to the candidate's assessor. The form must be accompanied by the candidate's CV and the centre may find it useful to send the Candidate registration form to the assessor at this time (Element 1)

The assessor then uploads the electronic documents into the candidate's file store within the paperless portfolio. The assessor will have their own methods for creating and naming folders etc within the file store for this qualification process.

The assessor may wish to request copies of the e-mail transactions between the company manager/s and the approved centre to add to the quality of the evidence and audit trail. These can then be uploaded into the paperless portfolio.

#### **Unit 2 Candidate Responses**

The assessor contacts the candidate to arrange a webcam/web-based media interview. This is done by asking the candidate pre-determined questions which are sent as a word document to the paperless portfolio (See Appendix 1 of this section). Dependant on the webcam/web-based method used the assessor will have options as to the ways in which they capture the candidate evidence.

Assessors are at liberty to ask the candidate to read a paragraph of text in English or in addition to identify one or more common Health and Safety symbols if considered necessary to satisfy the communication in English requirements. This should be sufficiently detailed to give the assessor confidence the candidate will eventually be able to explain and describe assessment criteria during assessment.

The assessor will take a sample snap photograph frame during this interview with the candidate and add this to the paperless portfolio. A comparison of the photograph given on the form and the captured photograph taken by the assessor must be used to confirm candidate authenticity.

### Unit 3 True Likeness and Authentication

The assessor can confirm by checking the boxes within this unit standard that all performance evidence has been gathered, posted onto the file store and meets the required standards of the qualification. Each item listed must be checked off as being finalised with appropriate evidence in place on paperless portfolio.

<b>Process</b>	<b>Outcome</b>	<b>Achieved?</b>
<b>Registration</b>	Candidate Registration letter generated.	
<b>VQ003a</b>	Candidate Authentication Form completed	
<b>Photograph</b>	Candidate webcam image captured and saved	
<b>True Likeness</b>	Assessor confirms the true likeness of the two photographs provided for the candidate.	
<b>Typed Questions and Answers</b>	Questions and answers/dialogue completion has been managed and recorded in MS Word format by the assessor.	
<b>Questions and Answers Files</b>	Question and answer voice files has been completed and managed via voice recording by the assessor.	
<b>Candidate CV</b>	A candidate CV has been provided and posted into the paperless portfolio.	
<b>Email communications</b>	Any between the centre and company for VQ003A completion given to the assessor and posted into the paperless portfolio.	

### Unit 4 Candidate Induction

If the standard for authentication and communication in English is fully met after completion of Unit 2 the assessor can continue with the completion of the Candidate Induction Form and process.

When the assessor has completed the candidate induction form it can be posted into the paperless portfolio for both qualifications. (I.e. The authentication qualification AND the craft/skill award for which the candidate has been registered.) Digitised audio files of this discussion can also be added to both portfolios (file stores) as performance evidence.

Receipt of the final VQ craft/skill qualification certificate confirms the completion and award of the 'Authenticating the Candidate' and confirms the candidate's ability to communicate in English using the ECITB *e-qual* Paperless Portfolio system.

## **E-equal Paperless Portfolio Authentication Page Completion**

Under the guidance of the assessor the candidate checks the box relating to them on the authentication page.

The assessor then completes the authentication page.

The authentication qualification will be checked and audited by both the internal and external quality assurers and the authentication page checked for proof of audit and completeness to the standards required.

## **Persons Involved in the Completion of the Candidate Authentication Qualification and Their Responsibilities**

### **1. Candidate**

- supplies digital passport photograph to direct line manager,
- provides answers to questions (*typed word document*),
- provides electronic signature,
- provides CV,
- digital voice clip 1 taken from the Question and Answer process,
- indicates understanding of the text document content where requested by the assessor – verbal communication (*voice clip*) and
- completes the portfolio authentication page
- After completion of all the processes below commences their VQ craft/skill qualification to prove competence within that work area

### **2. Candidate Department/Line Manager**

- Completes the candidate authentication form, adds the photograph, candidate's electronic signature and sends via e-mail to the approved centre co-ordinator together with the candidate's CV.

### **3. Approved Centre Co-ordinator**

- Registers the candidate and e-mails the completed registration form, authentication form, candidate CV, and copies of e-mail correspondence between the company and the centre to the assessor.
- Assigns a Password and ID Log In for *e-equal* access to the candidate via two separate e-mails for security.

### **4. Assessor**

- Interviews the candidate for induction purposes (*skill qualification*)
- captures a digital photograph from the webcam interview
- asks the candidate to complete the typed questions (*typed word document*)
- asks the candidate a selection of their 'personal questions' and confirms answers are correct (*digital voice clip 1*),
- asks the candidate to complete the verbal reading requirement where required by the assessor (*digital voice clip 2*)
- assigns evidence to all units
- locks units 1 to 4
- completes the portfolio authentication page

## **5. Internal Quality Assurer**

- Checks performance evidence as part of their sample plan.
- Completes the portfolio authentication page

## **6. External Quality Assurer**

- Samples performance evidence for Units 3 and 4.
- Completes the portfolio authentication page

## **7. Approved Centre e-qual Administrator**

- Adds the candidate VQ registration number to the portfolio on completion of the authentication process.

## **Review Arrangements**

We will review this policy and its associated procedures as part of our continuous improvement arrangements and revise it, as and when necessary, in response to customer, learner or regulatory feedback (e.g. to align with any enquiries process established by the regulators) and to identify any trends that may emerge in the subject matter of enquiries received.

## **Contact us**

If you have any queries about any aspect of this process, please contact:

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