Using Electronic Portfolio Systems Procedure

RV 1-1

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Electronic portfolios are now well established and are particularly suited to *evidential* qualifications where evidence exists in digital formats. They also facilitate assessment of remote candidates in conjunction with web-based communication systems. The ECITB does provide any endorsement of e-portfolio supplier or systems.

All ECITB Approved Centre's are required to submit a written application to the Awarding Organisation for approval to deliver ECITB qualifications via an e-portfolio system by completing a *VQ005 E-portfolio Approval Form* and submitting to qualifications@ectib.org.uk.

The application must include the following:

➢ Details of the e-portfolio supplier and an overview of the e-portfolio system. Must include:
  o Confirmation system will run on all major up to date internet browsers;
  o Details of concurrent user system capacity;
  o Location of e-portfolio server;
  o Disaster recovery and business continuity details associated with the e-portfolio system, including data back-up method and frequency
  o Quality Assurance process for establishing qualifications onto the system to ensure accuracy and compliance with qualifications specifications.
  o Outline of system capability for secure retention of learner data and assessment materials
  o Approval of the e-portfolio system by another awarding organisation.

➢ Details of Approved Centre use of the e-portfolio system.
  o Outline how learner evidence will be mapped to ECITB assessment criteria (screen shots may be provided).
  o Outline of how system enables Assessors and IQA to track learner progress (screen shots may be provided)
  o Outline of Assessor use, including how Assessor will record and provide feedback to learners on progress and achievement.
  o Outline of IQA/Internal Verifier use, including how the I.V. will record sampling plan, formative and summative sampling activity and feedback to Assessor.
  o Outline of capability for External Verification and Moderation of learner work.

➢ Details of Approved Centre withdrawal from e-portfolio system
  o Outline of the contract with the e-portfolio system supplier relating to withdrawal use by either party (i.e. the Approved Centre or the system supplier), including both access to learner assessment materials and compliance with Awarding Organisation record keeping requirements.
  o Outline of Approved Centre withdrawal plan for existing learners should the e-portfolio be withdrawn by either party (i.e. the Approved Centre or the system supplier), including both access to learner assessment materials and compliance with Awarding Organisation record keeping requirements.

➢ Confirmation that the Approved Centre has considered and that all ECITB requirements will be met during the use of the e-portfolio system.

➢ Confirmation the system meets all ECITB and legal requirements for accurate data capture and recording concerning in the delivery and assessment of ECITB qualifications.

- ➢ Confirmation the e-portfolio system and its operation complies with the General Data Protection Requirements (GDPR).

- ➢ Confirmation that appropriate data subject consent has been obtained, recorded and stored concerning full access to the Awarding Organisation for external verification/monitoring/reporting purposes in relation to the delivery of ECITB qualifications.

- ➢ Confirmation the Centre will provide the ECITB EQA and other Awarding Organisation Staff any required training on the system (should this be required).

The ECITB will review the application within 30 working days. Once approved, the Approved Centre may use the e-portfolio system for the delivery of any ECITB qualification for which it is approved.

NB. It is recommended the Approved Centre notifies the Awarding Organisation prior to its application as the e-portfolio system may already be known of and used by other Approved Centres and, as such, an abridged application may suffice.

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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