



**ECITB Awarding Organisation  
Using Electronic Portfolio Systems  
Approval Policy and Procedure RV1-2**



## Contents

Approval Process .....	3
Approval Requirements .....	3
Review Arrangements .....	5
Contact Details .....	5

## Approval Process

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 not provide any endorsement of any e-portfolio supplier or system.

All ECITB Approved Centre's are required to submit a *VQ005 E-portfolio Approval Form* to apply for approval to deliver ECITB qualifications via an e-portfolio system. The form should be submitted to [qualifications@ectib.org.uk](mailto:qualifications@ectib.org.uk).

Applications will normally be acknowledged:

- no later than **5 working days** from receipt for applications sent via email to: [qualifications@ectib.org.uk](mailto:qualifications@ectib.org.uk),
- no later than **15 working days** from receipt for any other correspondence and applications sent via post.

## Approval Requirements

The application must include the following:

- Details of the e-portfolio supplier and an overview of the e-portfolio system. Must include:
  - confirmation system will run on all major up to date internet browsers;
  - details of concurrent user system capacity;
  - location of e-portfolio server;
  - disaster recovery and business continuity details associated with the e-portfolio system, including data back-up method and frequency;
  - quality assurance process for establishing qualifications onto the system to ensure accuracy and compliance with qualifications specifications;
  - an outline of system capability for secure retention of candidate data and assessment materials;
  - Information relating to approval of the e-portfolio system by another awarding organisation.
- Details of Approved Centre use of the e-portfolio system, including an outline of how:
  - candidate evidence will be mapped to ECITB assessment criteria (screen shots may be provided);
  - the system enables Assessors and IQA to track candidate progress (screen shots may be provided);
  - how Assessors use the system, including how Assessors will record and provide feedback to candidates on progress and achievement;

- IQA/Internal Verifiers use the system, including how the IQA will record sampling planning, formative and summative sampling activity and feedback to Assessors.
  - The system allows for external verification and moderation of candidate work by ECITB EQAs.
- Details of mechanisms to support Approved Centre withdrawal from e-portfolio system, including an outline of:
  - the contract with the e-portfolio system supplier relating to withdrawal by either party (i.e. the Approved Centre or the system supplier), including both access to candidate assessment materials and compliance with Awarding Organisation record keeping requirements;
  - the Approved Centre withdrawal plan for existing candidates should the e-portfolio system be withdrawn by either party (i.e. the Approved Centre or the system supplier), including both access to candidate 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/storage 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 by the Awarding Organisation and its regulators for 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 Approved Centre will provide access to ECITB and its regulators for external quality assurance monitoring and reporting purposes in relation to the delivery of ECITB qualifications.

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**

This policy and its associated procedures will be reviewed and revised, as and when necessary, as part of continuous improvement arrangements and/or in response to customer, candidate or regulatory feedback (e.g. to align with any enquiries, processes established or revised by the regulators) and/or in response to any trends that may emerge in the subject matter of enquiries received.

## **Contact Details**

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

The Awarding Organisation  
Engineering Construction Industry Training Board  
Office Suite KD3, First Floor, KD Tower,  
Cotterells, Hemel Hempstead, Hertfordshire, HP1 1FW  
Telephone: 01923 260 000  
Email: [Qualifications@ecitb.org.uk](mailto:Qualifications@ecitb.org.uk)  
Website: [www.ecitb.org.uk](http://www.ecitb.org.uk)