**Portfolio Assessment Application Form**

|  |  |  |
| --- | --- | --- |
| **Learner Name** |  | |
| **Unique Learner ID.** |  | |
| **Centre Name** |  | |
| **E-Mail** |  | |
| **Mobile Including Country Code** |  | |
| I hereby apply for Portfolio assessment for following Units of the qualification below | | |
| **Qualification Title** |  | |
| **Unit Reference No** | **Unit Title** | |
|  |  | |
| Declaration  I have read the B-TIC Prior Learning Assessment policy and relevant policies.  I will be assessed with the unit Learning Outcome and assessment criteria  I am assessed separately for each units and not in conjunction with any other units  I authorize B-TIC to verify my application from relevant parties  I understand that B-TIC reserves the right to reverse and alter any academic decisions  I understand that B-TIC collects, stores, and uses personal information in accordance with B-TIC Data Protection Policy.  The information contains in this application is correct, true and complete to the best of my knowledge | | |
| Learner Signature | | Date |
|  | |  |

**Conditions:-**

Portfolio assessment application should be made separately for each unit with appropriate assessment fee.

You should produce updated CV, Portfolio and any Statements of Attainment accompanying this application.

Processing time is 10 working days after receiving the application at B-TIC.

A Longer processing time may apply during peak times or incomplete application.

**(OFFICE USE ONLY)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assigned Assessor |  | | | | |
| Assigned IVQA |  | | | | |
| Application received by |  | | | | |
| **Received Date:** |  | **Completion Date** | |  | |
| Signature of receiver |  | | **Date** | |  |

(Learner Use)

**Portfolio Assessment Checklist**

An essential part of the prior Learning portfolio is documentation that serves as evidence for the assessor that the student has acquired the understanding, knowledge, Skill, and attitude described in the portfolio.

Students must be prepared to demonstrate that the evidence or the product is of their own creation.

Several types of documentation might be appropriate, depending on the individual circumstances.

This checklist is provided as an example only.

**Documentation**

|  |  |
| --- | --- |
| Previous Education | **Evidences Produced** |
| Qualification Documents   * Official Transcript. * Course Specification * Module Credit Value * Textbooks read on module * Coursework Written |  |
| Previous Experience / Informal Learning |  |
| Work Products  CV  - Direct samples of work  - Reports Written  - Student essays  - Reading logs  - Project logs  - Artwork  - Blue-Prints Produced  - Drawings, Design  - A/V Tape of Performance  - Other |  |
| Letters of validation that the experience took place (from supervisors, etc.) |  |
| Letters of validation of the specific learning which resulted |  |
| Letters of validation or evaluation of the product |  |
| Proof of awards, commendations |  |
| Official job descriptions |  |
| Licenses |  |
| Certificates |  |
| Membership in Professional Organizations |  |
| The script of a screenplay |  |
| Publications ( Books | Journals) |  |
| Scree Shorts |  |
| Video Links |  |
| Website Links |  |
| Other |  |

**Accreditation of Prior Learning Learner Description Form**

*Please complete and Submit to the LMS for assessment*

Please describe your prior learning as it relates to the specific unit

|  |
| --- |
|  |

NOTE: Please attach relevant document

NOTE: Use additional Sheet | Attachment if require