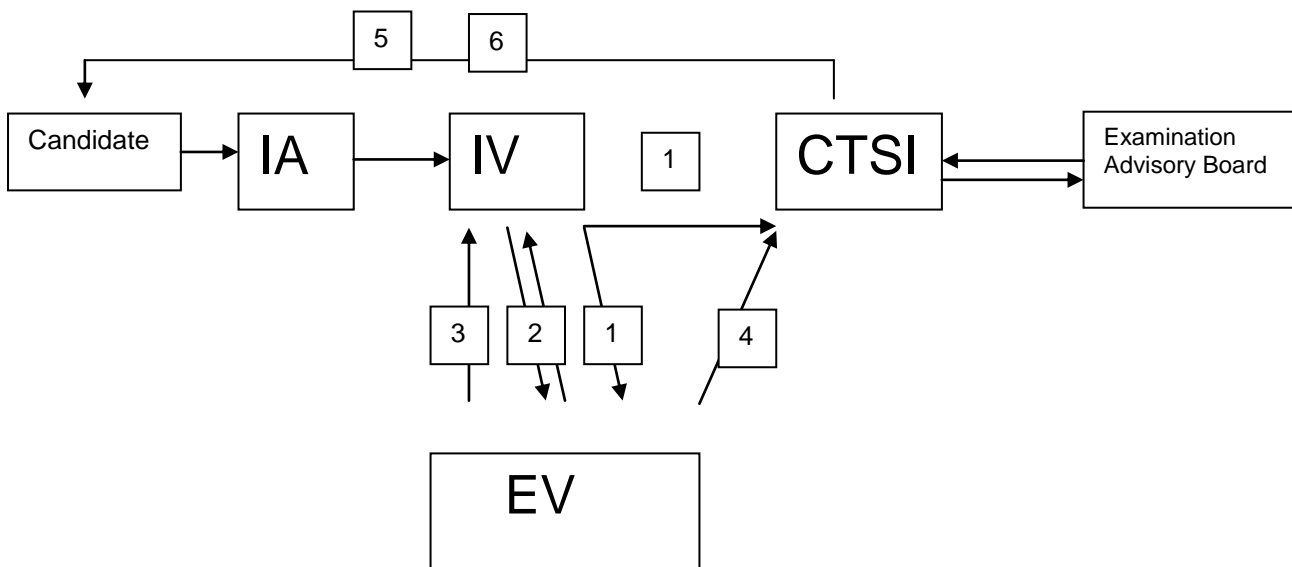




Chartered Trading
Standards Institute
qualifications

Portfolio External Verification Submission & Assessment Process



- 1 – IV sends candidate submission form to CTSI.
- 1 – IV sends portfolio documentation pack to regional EV.
- 2 – EV requests evidence from IV for assessment, IV sends evidence to EV.
- 3 – EV informs all of the interim result.
- 4 – EV informs CTSI of result or problems.
- 5 – CTSI writes to candidate
- 6 – After ratification of results CTSI will send out certificates

1. It is the Internal Verifier's responsibility to send a candidate's completed portfolio to the External verifier. Once the Internal Verifier has signed off the portfolio the candidate should have no more access to the portfolio.

The Internal Verifier will send CTSI the 'Candidate Submission Form' and will send their regional External Verifier the portfolio documentation pack, which must include the following documentation:

- Copy of submission form
- All Assessment plan and Action plan forms (form assess 1)
- Subject assessment summary forms (form assess 2)
- Observation reports (form assess 4)
- Candidate assessment feedback forms (form assess 5)
- Witness statement list

2. The regional External Verifier will contact the candidate's Internal Verifier within two weeks to confirm receipt of the portfolio submission. The Internal Verifier should contact CTSI if after two weeks they have not received confirmation of the submission. CTSI will not act on communication until after two weeks has past.

The regional External Verifier will follow with a request for evidence from the portfolio for assessment.

The Internal Verifier will send the External Verifier the requested evidence to the specified address. Individual regions will have a point for portfolios to be sent to, this can be found on the 'Candidate Submission Form'.

3. Upon assessing the evidence the External Verifier will complete the appropriate forms and inform the IV of the portfolio interim result. EV forms give feedback to all and will be sent to:

Awarding Body
Lead verifier
IV

4. The External Verifier will inform CTSI of the portfolio results.
5. CTSI will write to the candidate informing the candidate of the outcome of the external verification assessment. If the portfolio is the final element of a completion of an award the result needs to be formally ratified by the appropriate board. The board sits twice a year.
6. Once the board has met and results have been ratified CTSI will write to all candidates finalising their result/award. On completion of an award (CSCATS/DCATS/Certificate of Competence) CTSI will issue the candidate the appropriate certificate.