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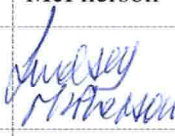
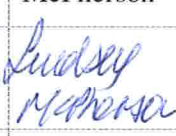
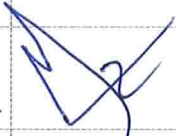
Abu Dhabi Centre for | مركز أبوظبي
Technical and Vocational | للتعليم والتدريب
Education and Training | التقني والمهني

QUALIFICATIONS

Lost Portfolio Procedure

ACTVET_L3_Q_QMPCDR010

REVISION INDEX

Rev	Date	Purpose of Revision	Originating Department		QA Approval	Management Approval (as needed)
			Prepared by	Approved & Authorised by		
0	03 10 2018	First Version	Dr. Lindsey McPherson	Dr. Lindsey McPherson		
						Mubarak Al Shamsi

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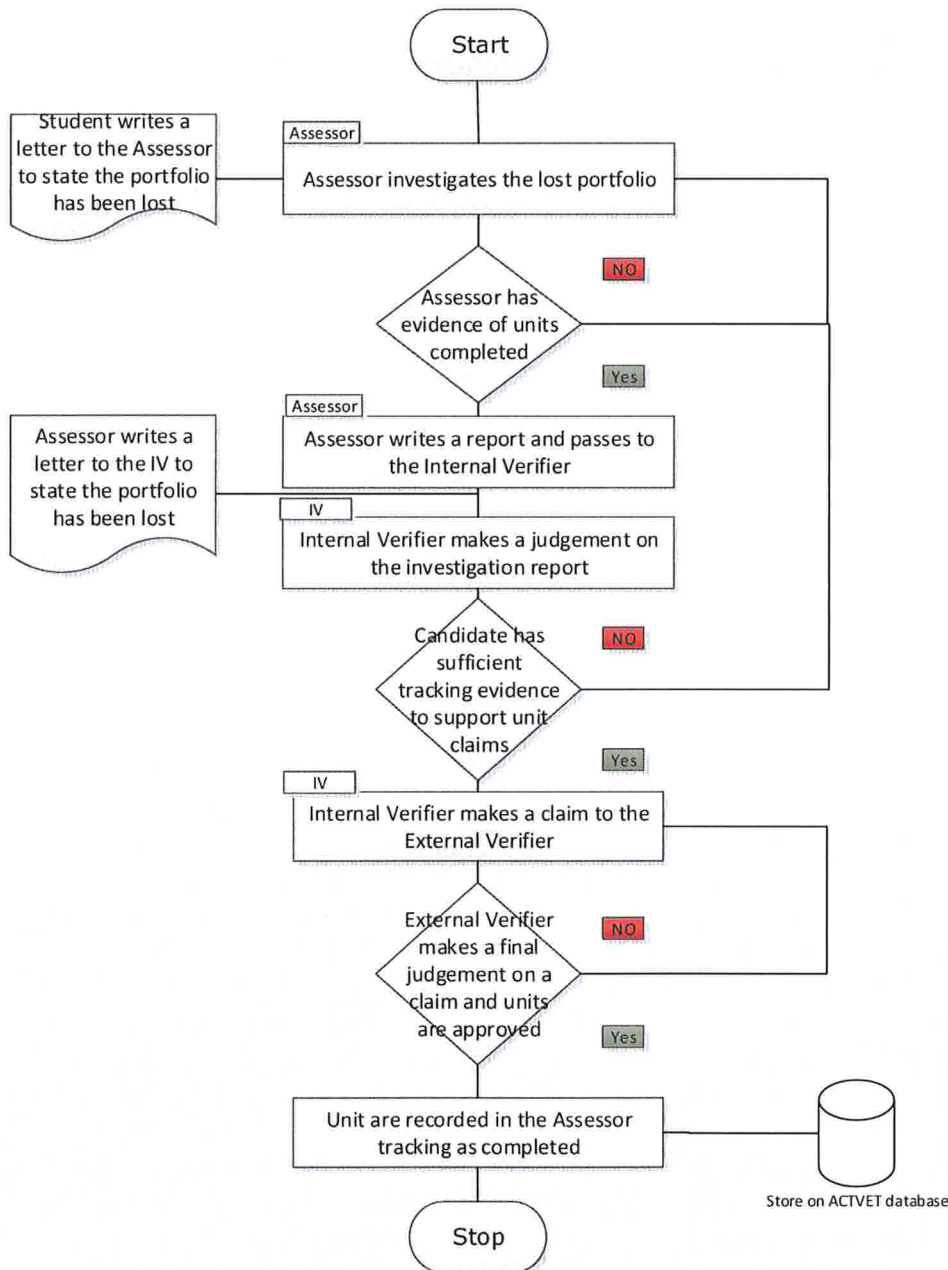
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1. FLOWCHART

Lost Portfolio Procedure



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2. PURPOSE

The purpose of this procedure is to outline the process for reporting and claiming units for a lost portfolio.

3. SCOPE

The scope of this procedure is limited to:

- 3.1 Candidates that are registered for a qualification through ACTVET Awarding Body.
- 3.2 Candidate portfolio's that have been assessed by the RTP appointed Approved Assessor and preferable Internally Verified by the RTP Approved Internal Verifier.
- 3.3 Candidate portfolio's that have completed units and or qualifications. Part completion of units will not be considered.
- 3.4 Candidate portfolio evidence of assessment, (internal verification) tracking and unit/qualification sign off.

4. REFERENCES

- 4.1 Qualifications Framework Emirates Handbook.
- 4.2 Regulation to Licensing Training Providers 2015 (152).
- 4.3 Assessor Approval Procedure V1.
- 4.4 Internal Verifier Approval Procedures V1.
- 4.5 VETAC System for Registration and Quality Assurance of Training Providers and Qualifications.

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5. DEFINITIONS AND ABBREVIATIONS

Term	Definition
ACTVET	Abu Dhabi Centre for Vocational Education and Training
Assessor	An individual trained to assess candidates against unit standards, so that an RTP can issue qualifications/awards.
Awarding Body	An entity, entitled through legislation or other formal mandate from a regulatory authority, to approve under its remit, the development and issuing of qualifications formally recognising the achievements of a given parcel of endorsed learning outcomes.
Emirate	The Emirate of Abu Dhabi or northern Emirates
External Verifier	An individual trained to monitor and evaluate the internal quality and assessment process conducted in the RTP on behalf of VETAC to ensure that they meet standards.
Internal Verifier	An individual trained to develop, manage, monitor and evaluate the internal quality assurance of the assessment process conducted in the RTP to ensure consistency in assessment.
NQA	National Qualification Authority
Registered Training Provider (RTP)	An organisation approved by the NQA and relevant awarding body, and in compliance with NQA standards, to deliver training programs. An RTP can be private, semi-government, or a government education entity such as schools, colleges, institutes of technology or universities, adult and community organisations, commercial and enterprise training providers and industry bodies where training is not necessarily their core business.
Qualifications	A coherent and cohesive set of learning outcomes obtained, in a form of a certificate, diploma or a degree, only when an awarding/regulatory body determines, following established standards, that an individual has achieved such learning outcomes related to a complete qualification.

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Regulation	A rule or directive made and maintained by an authority
UAE	United Arab Emirates

6. PROCESS

- 6.1 Assessor receive a written letter from the candidate stating the circumstances that the portfolio has been lost.
- 6.2 Assessor investigates the circumstances of the portfolio that has been lost.
- 6.3 Assessor confirms that the candidate has been registered with ACTVET Awarding Body and there is evidence of units having been completed, by tracking and sign off documentation.
- 6.4 Assessor writes a report to the Internal Verifier who will consider the circumstances of the loss of the portfolio and the Assessor evidence of registration, tracking and sign off of units.
- 6.5 Internal Verifier makes a judgement on whether there is sufficient evidence to claim unit completion from the External Verifier.
- 6.6 Internal Verifier writes a letter to the External verifier to claim units for the lost portfolio, supplying the evidence of candidate registration, units completed, and evidence of tracking and sign off documentation.
- 6.7 The External Verifier will externally verify the assessment and internal verification tracking documentation of the candidate's units and/or qualification being claimed.
- 6.8 The External Verifier will make the final judgement about all claims for units or qualifications for lost portfolios. If assessment and internal verification of the claimed lost portfolio are not available within the RTP, the Awarding body will reject the claim
- 6.9 The External Verifier's judgement on whether units have been approved is the final judgement.
- 6.10 The External Verifier will give approval to the Assessor to add the units to the tracking and sign off the units as been completed for the claim for certification.
- 6.11 The External Verifier will store the data about the units claimed on the ACTVET database.

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7. KEY PERFORMANCE INDICATORS

No.	MEASUREMENT	UNIT OF MEASURE	REPORTING FREQUENCY
1	Percentage of portfolio's lost against total number of portfolios EV'd.	Portfolio's lost _____ x 100% Total number of portfolio's EV'd	Periodically

8. RISK

No.	RISK	ROOT CAUSE	MITIGATION
1	Candidate does not look after their portfolio	Lack of care on the part of the candidate	Candidate induction on the ownership of the portfolio
		Lack of digital platform	Appropriate secure storage of the portfolio
			E portfolio
2	Assessor does not store the portfolio in a secure location	Lack of care on the part of the Assessor	Have secure location for storing portfolio's
		Lack of digital platform	Have sign in and out of portfolios from the secure location
			E Portfolio

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