Electronic PoE Template

- Portfolio of Evidence
  - Section 1 - Personal Details
    - Copy of ID
    - Copy of previous qualification(s)
    - CV
    - Declaration of authenticity
    - Enrollment form
    - Learnership Agreement
  - Section 2 - Copy of qualification being assessed
- Section 3 - Assessments
  - Assessment guides
    - Appeals procedure
  - Assessment plan
    - Assessment application form
    - Pre-assessment meeting
    - Assessment policy
  - Section 4 - Assessment activities
  - Assessment instruments
    - Assessment tools and answer sheets (formative and summative)
- Section 5 - Feedback
  - Assessment feedback form
  - Assessment review document
- Section 6 - Logbook