



Employability for Life Charter PLUS – How to build a portfolio

The portfolio of evidence consists of material that demonstrates how you believe you have met the criteria laid down for the *Employability for Life Charter* and *Charter PLUS*.

The material should preferably be presented in a loose-leaf folder and will include:

- A cover page
- A table of contents
- The moderation grade sheet
- The evidence, with each piece numbered or coded against the four criteria, and a key showing which criteria the evidence satisfies
- Evidence of a minimum of two interaction with employers

All of the necessary documents are available to download via the SPS VLE – ‘**Employability for Life**’ button. Please ensure you download the documents specifically for either Key Stage 4 or the **Charter PLUS** for KS5.

The Cover Page

The cover page should contain the name and address of the establishment, the name of the contact person involved, the students name and the date of the submission of the portfolio.

Evidence

Please do not feel that you must collect as much evidence as you can. If you feel that a criterion has been met, then please seek reassurance from your tutor or the lead member of staff (Mr Jenkins).

The evidence should be ‘current’ and in use at the time of submission. It should also include the date it was generated. Where evidence is signed, the title and responsibility of the person signing the evidence should be stated.

Each piece of evidence should be numbered or coded because the same piece of evidence can be used, if appropriate, to satisfy more than one criterion. To support the award you may wish to highlight any relevant statements.

Moderation

Your portfolio will be self-moderated in the first instance. Additional moderation will then be undertaken by your tutor and then finally by Essex County Council (should your folder be selected for external moderation). You will be required to assess each of the criteria within your portfolio using the following scoring system.

Point Score

For each criteria	Overall Grades/Awards
Gold = 8 points	Gold = 32 – 40 points
Silver = 5 points	Silver = 20 - 31 points
Bronze = 3 points	Bronze = 12 – 19 points

Further information can be found at www.i-essex.co.uk