

Top Tips to compiling your Work Based Learning portfolio to a satisfactory standard

1. Saving of documents

- Try and save the documents (logbook sheets and evidence) as pdfs.
- If submitting emails as evidence, these must be copied and pasted in full into Word/pdf document (including sender/recipient/date details – redacted where necessary), do not send direct links to the emails or copies direct from email.
- Preferably, save the logbook sheet followed by the corresponding evidence for that logbook sheet.
- Save the documents as one document (all the logbooks and evidence in one document), however the document should not be more than 10GB.
- If you are having difficulty saving the portfolio as one document, then break it down into Competencies, for example a folder for Competency 1, folder for Competency 2 and so forth.

2. Labelling of documents – try and label the documents as simply as possible.

If you are going to be sending your portfolio as one pdf then this should not be an issue – label it “WBL portfolio”. This is the preferred method.

- If you are sending each Competency as a document, then ensure you label it correctly, for example “Competency 1, Competency 2” etc.
- If you are sending in the logbook sheet and evidence as one document – label it “Outcome 1.1(1)”, “Outcome 1.1(2)” etc.
- Or, if you are unable to send the portfolio either as a separate document, or in folders, and can only send the logbook sheets and evidence as separate pdf documents, then you should label the document clearly –

e.g. Outcome 1.1(1) logbook sheet,

Outcome 1.1(1) Evidence.

3. Standard expected from applicants

- Review the Week-by-Week Schedule on our website: www.cilexregulation.org.uk
 - It provides clear guidance of what is expected to meet the Outcome
 - There are past accepted examples on the site to demonstrate the standard required
 - When considering the examples, focus on the principles of the Outcome rather than trying to identify ones which are in your area of work. The principles are universal and whichever area of law that you work in, you should be able to meet the Outcome.
- Look at the Fellowship Work Based Learning Handbook at pages 17 – 24.
 - Use the bullet points for each Outcome to structure your logbook sheet.
- If you are struggling to meet the Outcome, you should discuss this with your supervisor in the first instance.

Logbook sheets

- Ensure you complete each box fully.
- Refer to the evidence clearly (cross reference to the page numbers in your portfolio).
- Explain how the evidence meets the Outcome.
- Follow the bullet points (from the Handbook) to ensure you provide a comprehensive example and explanation.
- You and your supervisor do not need to sign the logbook sheet – we will obtain online signatures once you have submitted your application.
- You must identify the name of the supervisor that supervised that piece of work.
- When you email your application in, within the covering email please provide email addresses for each supervisor and clearly state which examples they supervised you for.

5. Evidence

- You need to read the Outcome and ensure your evidence demonstrates what is required:
 - e.g. Outcome 1.1 –Apply the law to a matter
 - You must be
 - (i) applying the law (statute/ case law)
 - (ii) to a specific matter/case you are dealing with
 - e.g. Competency 5 – is about your business/organisation, **not** about your client
- Provide all the evidence relied upon within the logbook sheet:
 - e.g. Outcome 3.5 - Take action to deal with instructions received
 - You need to provide evidence of
 - (i) the instructions you received
 - (ii) what you did to deal with those instructions.
- The Week by Week guidance clearly explains the Outcome and advises of what evidence is required. Please use this to assist you when compiling your portfolio.
- **Ensure you redact your evidence in line with Data Protection Laws. You should leave unredacted your name, references (redact client’s details) and the date.**