



mictseta

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

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