

## Portfolio Evidence Ideas

### Ideas for Verifiers and Assessors thinking outside the box

CTSI needs to ensure that a candidate is clearly demonstrating competency through the portfolio process and that local authorities, by signing off evidence, are confirming that their candidate is competent.

CTSI needs to continually ensure that candidates demonstrate competency therefore, candidates are still required to meet 3 types of evidence for their portfolio. However, assessors and verifiers can be more flexible with the evidence that goes into the portfolio during these current times. Please see some ideas below.

CTSI Verifiers need to have the confidence in the local authority and their assessor's abilities, that they are looking at the candidates, the evidence being submitted, and that the candidate is competent and has the required skills to do the job. The competency of candidates needs to remain at the forefront of everything.

### Possible ideas of flexibility:

- Desktop exercises such as screen testing, food sampling, agriculture sampling and product document examinations can be recorded with an assessor's feedback.
- Online inspections of businesses with the submission of the appropriate paperwork and report.
- Virtual sampling training course for food can be used as evidence – training will provide observation reports.
- COVID-19 Investigations and inspections can be included
- Online investigations can be included.
- Online/remote advice given to businesses/Primary Authority businesses
- Additional Question and Answer sessions between the assessor and candidate and/or assessor and verifier.
- Access to a laboratory (if one close by and accessible) to complete some testing with an observation report.
- If an assessor is unsure if evidence will be acceptable to the verifier, they can discuss together. If needed, they can talk with the lead verifier/group for consideration and standardisation purposes.

It is important that verifiers circulate good ideas they have seen from authorities to all verifiers, to share best practice and ideas.

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