



**CARIBBEAN EXAMINATIONS COUNCIL  
CARIBBEAN VOCATIONAL QUALIFICATION  
CANDIDATE'S PORTFOLIO COMPLETION SUMMARY**

PROGRAMME START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ PORTFOLIO SUMMARY SUBMISSION DATE: \_\_\_\_\_

INSTITUTION NAME: \_\_\_\_\_ INSTITUTION CODE: \_\_\_\_\_ QUALIFICATION NAME: \_\_\_\_\_ CODE: \_\_\_\_\_

**INSTRUCTIONS:** The Candidate Portfolio Completion Summary provides information on the key formative and summative projects/activities undertaken by the candidate to achieve the Performance requirements of each Unit in the Occupational Standards. The form is to be used by the Assessor to **judge** the exhibits in the candidate's portfolio during its development /completion stage. Sufficient evidence must be provided and therefore more than one piece of evidence may be included for one unit. The completed form **MUST** be made available to the Quality Assurance Personnel upon request. Institutions are advised to reserve a copy on the institution's records at the end of training.

Qualification Code	Candidate Name		Candidate ID.		External Verifier's Authentication				
Unit Code	Unit Title	Assessment Activity	Evidence	Date achieved/ Assessor's Initials	Assessor's comments	Portfolio Reference	Competent (Y/N)	Initials	Date
1.[copy from unit]	[copy from qualification plan]	e.g. project; case study; on the job assignment; practical	e.g. tape; performance criteria record						

Unit Code	Unit Title	Assessment Activity	Evidence	Date achieved/ Assessor's Initials	Assessor's comments	Portfolio Reference	Competent (Y/N)	Initials	Date

**Learner's authentication statement**

I confirm that the evidence submitted for assessment is my own work.

**Candidate's Signature:** ..... **Date:** .....

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**External Verifier's comments:**

**External Verifier's Name:**..... **External Verifier's signature:** ..... **Date:** .....