



Internal Policy: Learner Portfolios

Career Hounds will provide learners access to an online platform via its Wix website where learners will access all resources. Learners will download portfolio templates from the platform with which to build their assessments for their portfolios.

Learners will be required to sign up to a free Dropbox account, which will provide them with 2GB of storage. The average doc.x word document is around 200KB meaning a free Dropbox account should provide storage for an average of 10000 word documents.

The learner will then be required to share their Dropbox folders with the assessor for marking. The tutor will be able to share the folders with the IQA and EQA for quality assurance.

The tutor will be able to assist them in reducing file sizes and advising on which documents are required, however, if a learner finds that their Dropbox account needs upgrading, Career Hounds will be required to pay for the upgrade fee once the learner has followed all reasonable steps as instructed by the tutor to reduce the file sizes.