

Internal Policy: Learner Portfolios

Purpose

This policy outlines the systems and procedures used by Career Hounds to manage learner portfolios, including access to resources, assessment submission, storage, and quality assurance. It ensures consistency, transparency, and compliance with awarding-body expectations.

Scope

This policy applies to:

- All learners enrolled on Career Hounds programmes
- All tutors responsible for marking and managing learner assessments
- Internal and external quality assurers who require access to learner evidence

Definitions

Portfolio:

A structured collection of learner evidence demonstrating achievement of learning outcomes.

Assessment Templates:

Standardised documents provided by Career Hounds for learners to complete as part of their portfolio.

Cloud Storage:

The secure online storage system used by Career Hounds (pCloud) to organise and retain learner assessments.

Responsibilities

Learners:

- Access the online learning platform via the Career Hounds Wix website
- Download the required portfolio templates
- Complete assessments using the templates provided
- Submit completed assessments to their tutor via email

Tutors:

- Provide learners with clear guidance on portfolio expectations
- Receive and mark submitted assessments
- Upload completed assessments to the designated cloud storage folder
- Ensure files are named and organised according to internal conventions

Quality Assurers (Internal and External):

- Access learner assessments via secure shared links
- Review evidence in line with awarding-body requirements

Procedure

1 Access to Portfolio Resources

- All learners are given access to the online learning platform hosted on the Career Hounds Wix website.
- The platform contains all required resources, including portfolio templates, guidance documents, and support materials.
- Learners are responsible for downloading the correct templates for their qualification.

2 Submission of Assessments

- Learners must submit completed assessments to their tutor via email.
- Tutors acknowledge receipt and provide feedback within agreed timescales.

3 Storage of Learner Assessments

- Tutors upload completed assessments to the secure pCloud folder titled “**Learner Assessments.**”
- Files are stored in accordance with Career Hounds’ data protection and retention policies.
- Access to the folder is restricted to authorised staff.

4 Access for Quality Assurance

- Internal and external quality assurers may be granted access to learner assessments via a secure shareable link.
- Links are time-limited and monitored to ensure data security.

Data Protection and Confidentiality

- All learner evidence is handled in accordance with GDPR and Career Hounds’ Data Protection Policy.
- Personal data is stored securely and only shared with authorised individuals for legitimate educational or quality assurance purposes.