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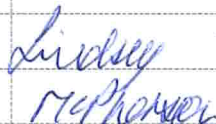


Abu Dhabi Centre for Technical and Vocational Education and Training | مركز أبوظبي للتعليم والتدريب التقني والمهني

QUALIFICATIONS

Lost Portfolio Policy

ACTVET_L3_Q_QMPLCY010

REVISION INDEX

Rev	Date	Purpose of Revision	Originating Department		QA Approval	Management Approval (as needed)
			Prepared by	Approved & Authorised by		
1	03 10 18	New policy	Lindsey McPherson	Lindsey McPherson		Mubarak Al Shamsi
						

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1. PURPOSE

The purpose of this policy is to:

- 1.1 Ensure that candidates or institutes that lose their portfolio in Abu Dhabi and the northern Emirates obtain a waiver from the ACTVET External Verifier to claim units or qualification credit.

2. SCOPE

The scope of this policy is limited to:

- 2.1 Candidates that are registered through an RTP institute for a qualification through ACTVET Awarding Body.
- 2.2 Candidates' portfolios that have been assessed by the RTP appointed Approved Assessor, and Internally Verified by the RTP Approved Internal Verifier or identified in the initial IV matrix.
- 2.3 Candidates' portfolios that have completed units and or qualifications. Part completion of units will not be considered.
- 2.4 Candidates' portfolios evidence of assessment, (internal verification) tracking and unit/qualification sign off.

3. REFERENCES

- 3.1 References used in this policy are:
- 3.2 Qualifications Framework Emirates Handbook.
- 3.3 Assessor Approval Procedure V1
- 3.4 Internal Verifier Approval Procedures V1
- 3.5 VETAC System for Registration and Quality Assurance of Training Providers and Qualifications.

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4. DEFINITIONS

Term	Definition
ACTVET	Abu Dhabi Centre for Vocational Education and Training
Assessor	An individual trained to assess candidates against unit standards, so that an RTP can issue qualifications/awards.
Awarding Body	An entity, entitled through legislation or other formal mandate from a regulatory authority, to approve under its remit, the development and issuing of qualifications formally recognising the achievements of a given parcel of endorsed learning outcomes.
Emirate	The Emirate of Abu Dhabi or northern Emirates
External Verifier	An individual trained to monitor and evaluate the internal quality and assessment process conducted in the RTP on behalf of VETAC to ensure that they meet standards.
Internal Verifier	An individual trained to develop, manage, monitor and evaluate the internal quality assurance of the assessment process conducted in the RTP to ensure consistency in assessment.
NQA	National Qualification Authority
Registered Training Provider (RTP)	An organisation approved by the NQA and relevant awarding body, and in compliance with NQA standards, to deliver training programs. An RTP can be private, semi-government, or a government education entity such as schools, colleges, institutes of technology or universities, adult and community organisations, commercial and enterprise training providers and industry bodies where training is not necessarily their core business.

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Qualifications	A coherent and cohesive set of learning outcomes obtained, in a form of a certificate, diploma or a degree, only when an awarding/ regulatory body determines, following established standards, that an individual has achieved such learning outcomes related to a complete qualification.
Regulation	A rule or directive made and maintained by an authority
UAE	United Arab Emirates

5. RESPONSIBILITY OF ACTVET AWARDING BODY

ACTVET will be responsible for:

- 5.1 Recording candidate registrations on the ACTVET Awarding Body database.
- 5.2 Investigating the circumstances of lost portfolios and recording the details of loss.
- 5.3 Externally verifying the assessment and internal verification tracking documentation of the candidate's units and/or qualification being claimed.
- 5.4 Awarding body makes the final judgement about all claims for units or qualifications for lost portfolios. If assessment and internal verification of the claimed lost portfolio are not available within the RTP, the Awarding body will reject the claim.
- 5.5 Issuing transcripts and qualifications for lost portfolios for the units and certificates claimed and approved by the External Verifier.

6. RESPONSIBILITY OF THE INTERNAL VERIFIER

Internal Verifier will maintain records of:

- 6.1 Candidate registration and claims for certification
- 6.2 Internal verifications (if IV'd) completed, per candidate, per portfolio independent from the candidate portfolio.

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7. RESPONSIBILITY OF THE ASSESSOR

Assessor will maintain records of:

- 7.1 Registration details of candidates with ACTVET Awarding Body.
- 7.2 Candidate assessment records independent from the candidate portfolio.
- 7.3 Claims for units or qualifications that are completed. Partial units will not be credited.
- 7.4 Confirmation of a candidate's written statement of loss of portfolio and the claim for units/qualifications being made.
- 7.5 Reporting circumstances of lost portfolio's to the Internal Verifier.

8. RESPONSIBILITIES OF RTP

RTP is responsible for:

- 8.1 Maintaining a portfolio of evidence for units and qualifications.
- 8.2 Reporting lost portfolio to the Assessor.
- 8.3 Providing a written statement of the circumstances of the lost portfolio.
- 8.4 Providing claim for the units and qualification claimed for.
- 8.5 Providing evidence of unit/qualification assessment, tracking or sign off.

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