

Portfolio Submission Checklist

Before submitting your application, ensure you have included the following:

Required Documents

Teaching Evidence

- ☐ Teaching log completed
- ☐ Minimum required hours documented
- ☐ Dates and lesson details included

Lesson Planning

- ☐ At least 2 completed lesson plans uploaded

Supporting Evidence

- ☐ Student/client testimonials (minimum 2)
- ☐ Reference letters (where applicable)

Additional Documentation

- ☐ Contracts or proof of teaching activity (if applicable)
- ☐ Screenshots or platform evidence (if applicable)

Quality Check

- ☐ All documents are clearly labelled
- ☐ Evidence is legible and complete
- ☐ Files are in accepted format (PDF / DOC / JPG / PNG)
- ☐ Information is consistent across documents

Declaration

- ☐ I confirm that all submitted information is accurate and authentic
- ☐ I understand that incomplete submissions may delay assessment
- ☐ I understand that submission does not guarantee certification