

CPCAB Statement on the use of E-Portfolios

E-portfolios and online-platforms continue to be adopted by many centres, and as learners are becoming increasingly confident using digital methods of submitting work there may be more centres wishing to migrate to an e-portfolio system. CPCAB recognise the diverse ways centres may wish to assess learner work and are supportive of centres choosing this method.

This statement is intended to be an indication of CPCAB's position regarding e-portfolios. Any centre moving to e-portfolio usage needs to be able to effectively deploy this format for CPCAB courses.

It is important to note that, CPCAB are not stating this as our 'preferred method', and centres are able to use the format of portfolios best suited to their delivery method and learner group.

Guidelines for the use of e-portfolios:

The following list is not intended to be exhaustive, and any queries should be directed to CPCAB for clarification.

- Centres choosing to use e-portfolios must consider how an external verifier will access all learner work during a visit as they would if it were a hard copy portfolio. This may require external verifiers being supported in using and having access to centre IT systems, meaning consideration will be needed to arrange this prior to any visit. This may also mean centres will need to provide a printed or otherwise sharable sample where support or access is not viable.
- If a centre is subject to Independent Verification (IdV) by CPCAB, all learner work and paperwork must be **as available** as it would be if in hard copy portfolio.
- All paperwork, learner work, and correspondences must be viewed, stored, and deleted in accordance with GDPR regulations. This applies to both centres and CPCAB. Considering the nature of our qualifications, the need for confidentiality, security of evidence and restriction of access to e-portfolios must be paramount.
- Centres must ensure that any e-portfolio system used offers clear, consistent guidelines, and that all staff members and learners are trained in the use of e-portfolios.
- Any e-portfolio system adopted must have robust IT systems in place to handle a large number of online submissions and be able to handle them simultaneously. To address this, centres may need to add to their contingency planning to account for any interruptions in IT that may impact on a verification visit.
- Centres will need to adopt effective systems to ensure learners' digital work is authentic and avoids plagiarism, including the use of *generative* Artificial Intelligence (AI). More information regarding monitoring potential plagiarism and use of AI can be found in the [CPCAB Use of Artificial Intelligence \(AI\) Guidance for Centres](#) document.