

## Evidence collection tips

Starting your NVQ can be a daunting experience; therefore, we have collated our favourite hints and tip to help you getting started.

### Review Historical Evidence

Look back over your past year; activities, emails, minutes of meetings, training sessions, etc. for historical evidence.

Utilising work you have already created could save duplication of work and allow you to spend your time on other areas of your qualification. "Don't re-invent the wheel"

### Create a Desktop Folder

On the computer or laptop you will mainly be using for completing your NVQ, create a folder on your desktop and save a copy of a task you are undertaking or historical evidence you might come across.

This will allow you to upload your evidence to the 'QualsDirect' at a more convenient later date, saving you time and effort. "Make it work for you, not you work for it"

### Keep a Diary

Each day update a diary with your work activity.

This will act as a great reminder for you and is a great way for you to look back over task you have undertaken to utilise during your qualification. "I don't need to remember things, that what I keep a diary for"

### Evidence Types

We will review any piece of evidence you think may be relevant to your qualification, don't discard a potential piece of evidence without checking with your assessor first. The best pieces of evidence are those which have your name and a date on, giving ownership to your work.

Typical evidence types we receive include:

- Emails you have sent/received regarding a particular subject
- Memo's
- Resume' showing your previous experience and qualifications
- Certificates you have achieved
- Links/references to information you refer to from professional websites such as the HSE
- Photographs you have taken
- Videos you may use as reference or those you have created
- Company Documents / Policies you have contributed to or comply with
- Reports you have created
- Audit information you have gathered
- Skill Gap Analysis
- PowerPoint's you have created for proposals or training
- Tool Box Talks you have given
- Posters that you have created or use for reference
- Risk Assessments you have conducted
- Minutes from meetings you have chaired or contributed to
- Personal Reflective Accounts (RA)
- Expert Witness Testimonies