



SUBMISSION CHECKLIST

Within your Learning Area/s, have you:

- ☐ Made reference to a range of academic models and theories and adopted the Harvard Referencing guide?
- ☐ Included a reference list? Listed alphabetically? Dated websites?
- ☐ Referred to appropriate items of evidence within your Learning Area/s?

When reviewing your evidence ensure that:

- ☐ All evidence is numbered and can be easily cross referenced to the Learning Area/s.

When submitting in electronic format please ensure that you include the following:

1. Portfolio (saved as a Word/pdf document), consisting of 5 separate documents so that each document can be uploaded to the appropriate Turnitin link:
 - Document No.1 – CV, JD/s,
 - Document No.2 – Reflective Essay plus reference list
 - Document No.3 – RPEAL RAL Cover Sheet (saved as a word doc)
 - Document No. 4 – PL3b form (saved as a word doc)
 - Document No.5 – Learning Area/s plus a reference lists for each Learning Area.

All of the above to be submitted through Turnitin via Moodle

2. Employer letter of support plus Evidence - Must be submitted electronically to ppf@uwtsd.ac.uk and please copy in s.loxdale@uwtsd.ac.uk