**Recommended numbering system for evidence in the portfolio**

Ev 1 Indicates evidence linked to 1st commentary

Note only first part of description will be visible on the e-portfolio system so a short description is advisable

EV 1.1Kn *Description of evidence.*

The lettering denotes which part of the indicator it is evidencing. Kn = Knowledge and Ap= Application

EV 1.1Ap HNA Report.

Ev 1.2Kn Module outline Research methods, MSc.

Ev 1.3Kn MSc certificate.

Ev 1.4Ap Email with collaborative partner.

Ev. 1.4KU Reflective piece (evidences knowledge and understanding)

**Tips for numbering evidence**

* Index chronologically. 1= first piece referred to in the commentary
* It is recommended that practitioners leave the numbering of their evidence until the commentary is at the final draft stage to allow changes to be made and avoid mixing up the order

**Recommended table of evidence at the end of the commentary**

|  |  |  |  |
| --- | --- | --- | --- |
| ***No*** | ***Description of piece of evidence*** | ***Indicators*** | ***Date (highlight in green evidence that fulfils 3 year currency requirement)*** |
| 1.1Ap | HNA Report. | 2.1, 3.2, 8.1 | June 2013 |
| 1.2Kn | Module outline Research methods, MSc. | 1.1, 1.2, 1.3 | January 2014 |
| 1.3Kn | MSc certificate. |  | January 2014 |
| 1.4Ap | Email with collaborative partner. |  | May 2015 |
| 1.5KU | Self-reflection to illustrate knowledge acquisition |  | May 2016 |