**Award in Education and Training (L3) Portfolio Checklist**

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| **Portfolio front sheet** (name,tutor,start/end dates) |  |
| **Authentication Sheet** |  |
| **NOCN Assessment Learner Evidence Records** |  |

**Section One**

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| **Individual Learning Plan** (with final review completed) |  |
| **Tutorial Review(s)** |  |

**Section Two**

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| **Assessment 1** (Roles & Responsibilities) **+ tutor feedback**(original versions and revised versions to be included where applicable) |  |
| **Assessment 2** (Understanding Inclusive Teaching & Learning) **+ tutor feedback** (original versions and revised versions to be included where applicable) |  |
| **Assessment 3** (Understanding Assessment) **+ tutor feedback** (if completed)(original versions and revised versions to be included where applicable) |  |

**Section Three**

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| **Session plan for microteach**  |  |
| **Justification of approaches, resources and assessment methods** |  |
| **Microteach observation report** (signed) |  |
| **Microteach self evaluation**  |  |
| **Microteach peer group evaluation** (feedback from others for your microteach plus copies of your feedback to others) |  |
| **DVD of microteach** |  |

**Section Four**

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| **Reflective journals** |  |