**Learner declaration of authenticity / portfolio availability statement**

You have been asked to sign this declaration of authenticity and place it at the front of your portfolio. It confirms that the work you have submitted in your portfolio is your own and that you have not copied it from someone else or allowed another learner to copy it from you.

**Learner Statement of Authenticity**

I confirm that the work contained in my portfolio, (unless otherwise stated) is my own work and does not include any work completed by anyone other than myself.

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*Where learning support has involved assistance in completing evidence requirements (eg for some entry level portfolios) this has been clearly indicated on the submitted work.

Your Certification Claim for the above programme will be forwarded to the Awarding Body after the Internal Quality Assurance process has taken place. In order to meet Awarding Body quality requirements, the Centre must keep track of the portfolios and learners are required to keep their portfolios for at least 12 months after the date of accreditation and to make them available to the Awarding Body if required to do so.

A sample (copy) portfolio from each course will be held by Hampshire Achieves or standardisation purposes. Copies of these portfolios may be used/shared at internal, regional or national standardisation events.

This form will be retained as evidence that you have agreed to make your portfolio available if required.

**Retention**

I understand that I need to keep the evidence and all documentation in my portfolio in its present form for at least 12 months after accreditation. I also understand that a copy of my portfolio may be used/shared for standardisation purposes. I will advise the Centre of any change of address or contact details.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*For centre use only*

|  |  |
| --- | --- |
| **Name of Centre** |  |
| **Programme** |  |
| **Course Code** |  |
| **Tutor** |  |
| Internal Quality Assurer |  |
| Dates of Course |  |

# Assessor/tutor statement of authenticity

I confirm that, to the best of my knowledge, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the sole author of the evidence contained in this portfolio. Where learning support has involved assistance in completing evidence requirements this has been clearly indicated on the submitted work.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Internal Quality Assurer Statement**  Final Internal Quality Assurance took place on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Internal Quality Assurance; Declaration of Authenticity; and Portfolio Availability records will be kept securely in the Centre’s files.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |