Portfolio Organisation Score

Following Self-Assessment verification, applicants will be awarded a portfolio organisation score by their assessor.

The portfolio organisation score demonstrates capacity to provide and upload information in a structured way and shows evidence of organisation and planning. It also demonstrates that the applicant has read the guidance notes carefully and hence demonstrates attention to detail.

The score is NOT a reflection of the overall quality of the content of the portfolio but is purely a score to assess organisation of the portfolio.

The portfolio organisation score is worth 5 points towards the total self-assessment score. All applicants start off with 5 points and then will have points deducted in line with the guidance below.

To achieve 5 points the self-assessment evidence should be easy to score with clear labelling of evidence, have no more than 4 pieces of evidence per domain and with no repetition of evidence. Ideally there should be one pdf for each domain (however, applicants will not be penalised for submitting more than one document).

The only exception to this is in Domain 3 where applicants may provide one piece of evidence per post.

What constitutes a piece of evidence?

Only evidence which has a direct bearing on a domain score should be presented. Candidates are encouraged to make greater use of the Letter of Evidence template; this is particularly useful for Domains where multiple pieces of evidence may be available (for example – Domain 4 (Quality Improvement) – the Letter of Evidence may be used to demonstrate involvement in several QI projects, with the candidate presenting the most significant QI project (or two, if seeking maximum score).

The aim of all evidence submitted is to present it in a succinct way to clearly justify the score.

Candidates should only present evidence relevant to the score.

The online portal allows the applicant to provide comments to justify their score. This has a limited word count. Applicants are strongly encouraged to provide an extra document to justify their score, summarising the evidence provided for that domain; please upload an extra word document and label it 'Domain Score Explanation' in the relevant domain with the relevant explanation. **As the Domain Score Explanation is only a summary document, it will not count towards the total documents uploaded.** The Domain Score Explanation should **also** be used to request a change in the score from the initial application

Multiple pieces (more than three) of evidence for one part of the domain should be avoided.

E.g. In Domain 6 (Teaching) a Letter of Evidence from a supervisor detailing involvement in developing a teaching programme, a copy of the teaching programme and feedback from attendees would count as one piece of evidence.

Similarly, in Domain 8 (Presentations), a printout of the meeting identifying the candidate as a speaker plus a copy of the presentation would count as one piece of evidence.

There should be a **maximum** of 3 items for each piece of evidence and in many cases the score can be demonstrated with a single piece of evidence.

In summary there should be no more than 4 pieces of evidence per domain.

The Portfolio Organisation Score (POS) will be reduced by 1 for each of the following:

1. More than 4 pieces of evidence in one Domain (**excluding** Domain 3). Each Domain with more than 4 pieces of evidence will reduce the score by 1.
2. More than 3 sub-units within a piece of evidence will reduce the score by 1 (**excluding** Domain 3 (applicants may, for example, list several WBAs as evidence of achieving learning outcomes).
3. CV (including timeline) and/or timeline missing in Domain 1. (**Note – assessors are not grading the quality or length of the CV/timeline)**.
4. Timeline does not clearly show all undergraduate and postgraduate training (gaps must be accounted for).
5. Repetition of evidence in more than 1 domain.
6. Including irrelevant evidence e.g. expired course certificates, courses required for foundation training, ALS courses when used as evidence for CPD
7. Audits over 5 years old (by time of appointment), or up to 7 years old if LTFT.
8. Documents that are difficult to read e.g. they are upside down or the writing is illegible.

This is an example of how the Portfolio Organisation Score will be reduced:

A trainee has put more than 4 pieces of evidence in Domain 2 and presents an audit that is more than 5 years old in Domain 4 – POS = 3

Another trainee, as well as the above, did not include a timeline in Domain 1, and presented one pdf upside down – POS = 1

The Portfolio Organisation Score will range from 0-5.

If the Portfolio Organisation Score is reduced, an explanation must be given; applicants will have an opportunity to ask for a review if they disagree with the reduction.