

**Key skill assessment unit:** \_\_\_\_\_

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

Attach a contents page to the front of each copy of your portfolio.

Your portfolio should be arranged in the following order. Include all your items of evidence under the relevant heading and provide the page number.

**Contents**

**Page number**

*Part A*

**Developing a strategy**

Evidence, for example,

‘Developing a strategy’ Skills Sheet

Personal skills audit

Information research records

Planning records

Other...

**Monitoring progress**

Evidence, for example,

‘Monitoring progress’ Skills Sheet

Other...

**Evaluating strategy**

Evidence, for example,

‘Evaluating strategy’ Skills Sheet

Self-assessment

Other...

*Part B*

Evidence, for example,

Synthesis

Extended document