



RESEARCH

Facilitator's Research Checklist

Critical to the success of a Competency Portfolio is the ability to prove one's knowledge and ability.
 Research includes proof of learning, verification and documentation.

Document Gathering – What proves learning?	✓
Describe a variety of methods for proving learning	
Suggest reflection on what documentation supports learning and competency claims that may be available, and begin gathering the material (it is important to start document gathering as soon as possible in the process)	
Continue to research and gather documentation (evidence) that supports learning and competencies	
Self-Assessment for Work and Learning Goals	✓
Use a variety of activities to self-assess skill levels	
Refer the client to educational assessment, if appropriate	
Discuss the knowledge, skills, abilities and competencies required for the occupation/goal and any further requirements	
Documentation	✓
Encourage/ensure that clients find job descriptions and job requirements to identify possible gaps in learning	
Reference supporting documentation – Use RE2- Proving Learning	
Documents that can be used	✓
Reference letters describing what 'I can do/I have done'	
Past job descriptions/requirements	
Evaluations/Assessments	
Letter of acknowledgement, e.g. volunteer position	
Letter of verification, e.g. "With respect to...", "I can verify...."	
Alternative current verification of work and life learning	
Samples of work	