

Career Portfolio Evidence Toolkit

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Purpose and audience

Build a small portfolio in which every capability claim can be traced to an appropriate artefact and a clear account of your own contribution.

Candidates preparing digital-career applications, mentors and learners reviewing experience.

Use the tools in sequence

1. Select one target role and extract three capability requirements from a real role description.
2. Complete the evidence inventory before writing claims. Assign an evidence ID to each example.
3. Use the story builder to explain your own action and its result. Link each story to its evidence ID.
4. Use the publication review before sharing. Remove confidential material and close unsupported claims.

Files and working method

Save a personal copy of the Word file to type into the forms. Use the PDF as a printable version. The PDF has no interactive form fields. Duplicate a tool page when you need more records. Retain the same record IDs across the three tools and record the date and version when you make a change.

This toolkit organises evidence. It does not score applications or promise employment.

Tool 1: Evidence inventory

Choose two or three relevant examples. Record what exists, rather than an achievement you wish to claim.

Record date: _____ Version: _____

Evidence ID and capability requirement

Context, date and task

Your own contribution, distinct from team work

Artefact location and permission to use it

Observed result and how you know

Gap or next practice action

Tool 2: Evidence story builder

Choose one evidence ID from the inventory. Draft a concise account with enough context for another person to understand your action.

Record date: _____ Version: _____

Evidence ID and intended reader

Situation and responsibility

Action you personally took

Result with source or observation

Limitation: what this example does not establish

Short portfolio caption and linked artefact

Tool 3: Publication and application review

Review each story and artefact together. A missing permission or unsupported claim means revise before publishing.

Record date: _____ Version: _____

Evidence IDs included in this version

Permission and confidentiality checks

Personal data removed or redacted

Claims checked against the artefact

Readable links and accessible descriptions checked

Reviewer, changes made and next review date

Worked example

Fictional example for practice. Adapt the structure, not the facts.

E01: A learner reorganised a fictional club booking spreadsheet. The artefact is an anonymised before-and-after column layout. The story describes checking duplicate booking references and documenting a consistent entry rule. No time-saving figure was measured, so the caption describes the change without claiming a percentage improvement. A mentor asks for evidence of the checking process; the learner adds a small original practice dataset rather than exposing club members.

Review your completed pack

Can a reviewer trace every claim to an evidence ID, see your contribution and understand any limits?

- All three tools use matching record IDs.
- Facts and assumptions are distinguishable.
- Outstanding actions have an owner and a date.
- Confidential information and credentials are excluded.
- The next reviewer can find the supporting evidence.

Your next action

Action: _____

Owner: _____ Due date: _____

Completion evidence: _____

Use and attribution

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