

Registration Training Portfolio Guide

[Evidence e-Workbook]

Richardia Penn
Education Team Leader

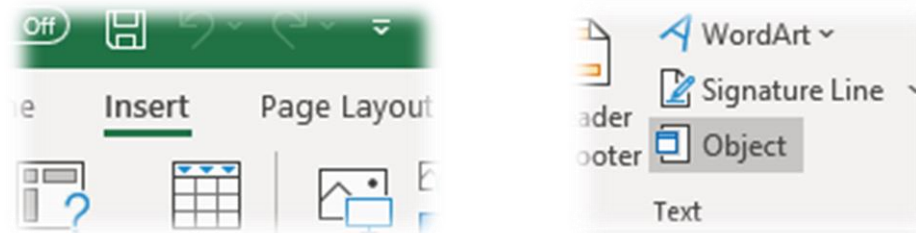
E-Portfolio Evidence Worksheet

Registration Training Log for the Certificate of Competence

Please Note: You are not required to give evidence for each standard. Please provide the 30 pieces of evidence required and indicate the standard being met in the appropriate column. (insert further rows as needed)

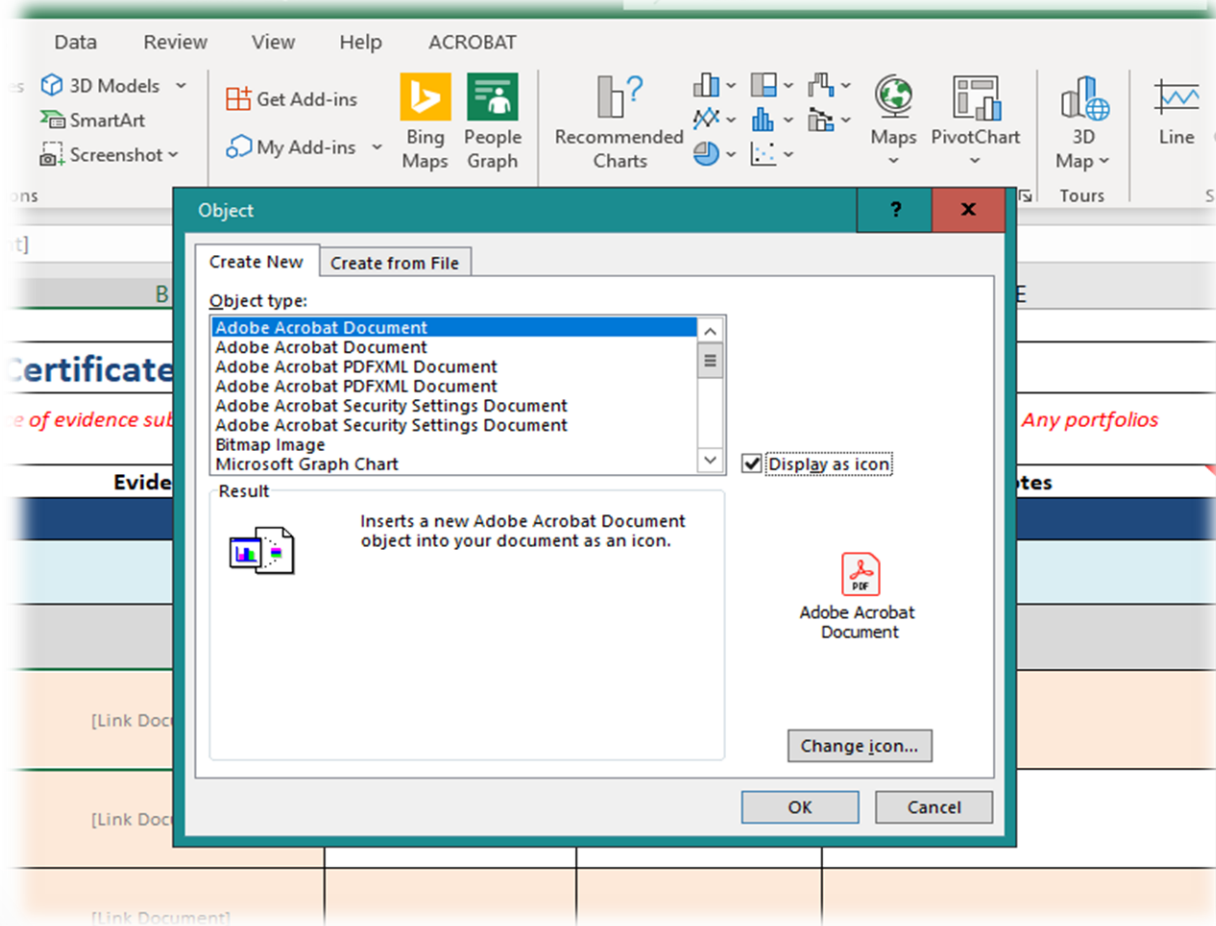
Evidence	SoP Met	Page	Notes
Section 1: Professional Conduct			
Module 1			
Personal Responsibility and Development			
Knowledge standards			
Registered biomedical scientists must:			
[Link Evidence]			
Competence standards			
Registered biomedical scientists must be able to:			
[Link Evidence]			
Module 2	Equality and Diversity	Knowledge standards	Registered biomedical scientists must:

Insert evidence as an Object

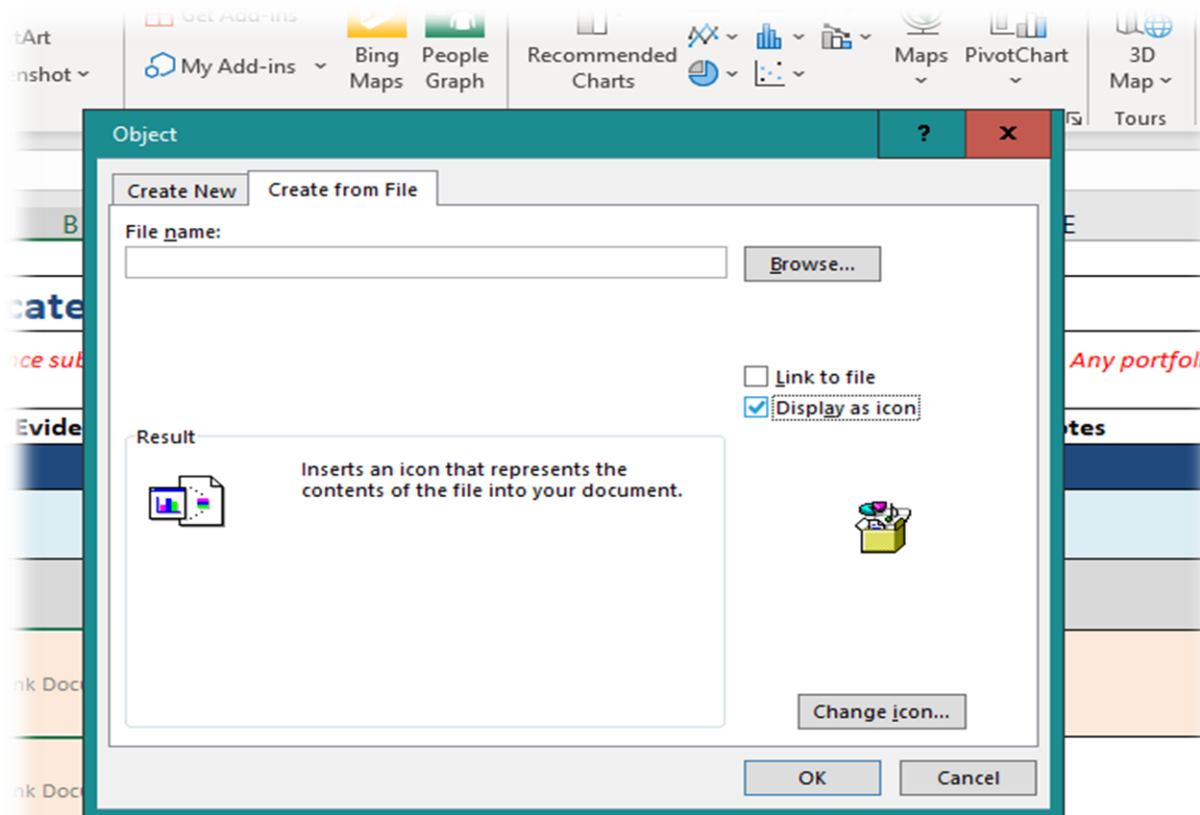


Registration Training Log for the Certificate of Competence			
<i>Please Note: You are not required to give evidence for each standard. Please provide the 30 pieces of evidence required and indicate the standard being met in the appropriate column. (insert further rows as needed)</i>			
Evidence	SoP Met	Page	Notes
Section 1: Professional Conduct			
Module 1			
Personal Responsibility and Development			
Knowledge standards			
Registered biomedical scientists must:			
[Link Evidence]			
Competence standards			
Registered biomedical scientists must be able to:			
[Link Evidence]			
Module 2			
Equality and Diversity			
Knowledge standards			
Registered biomedical scientists must:			

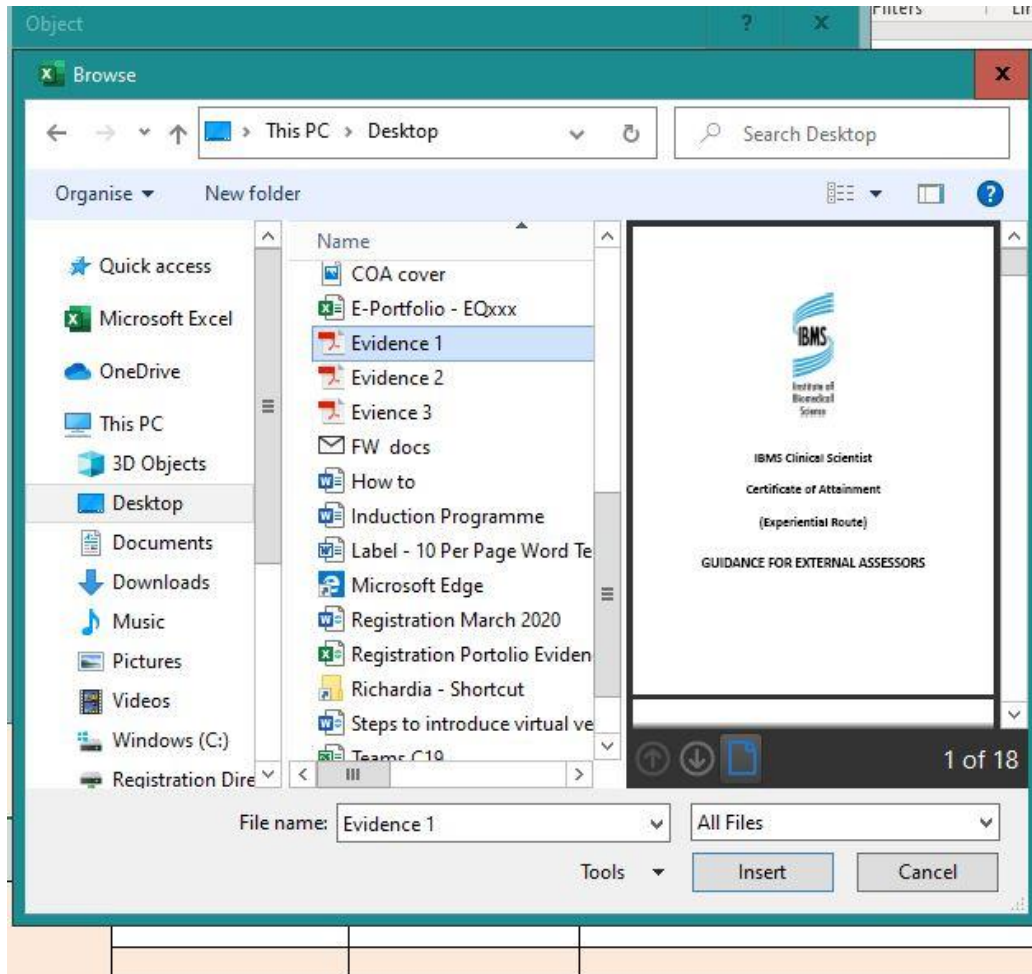
Select the format of the document being attached.



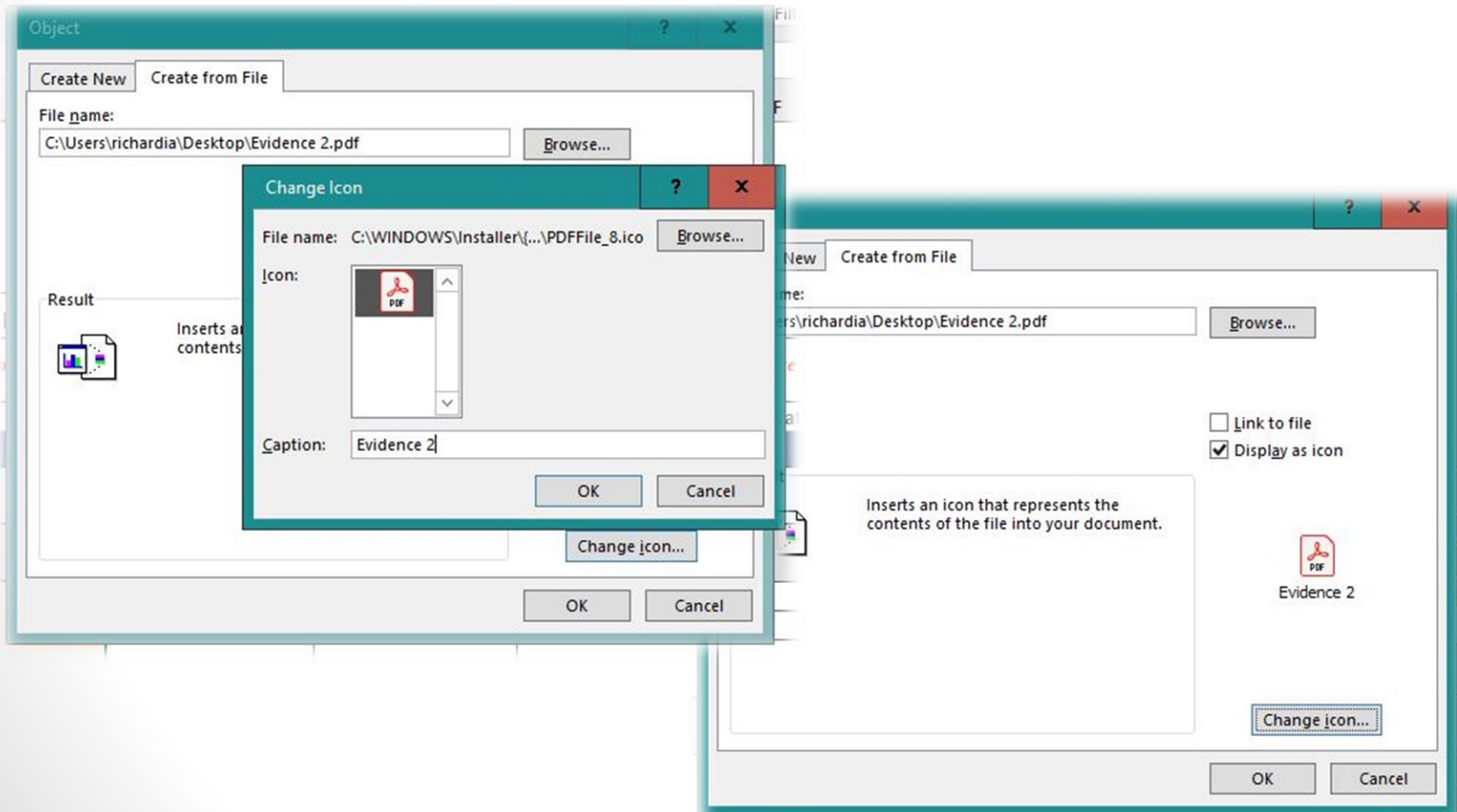
Don't forget to display as an icon.



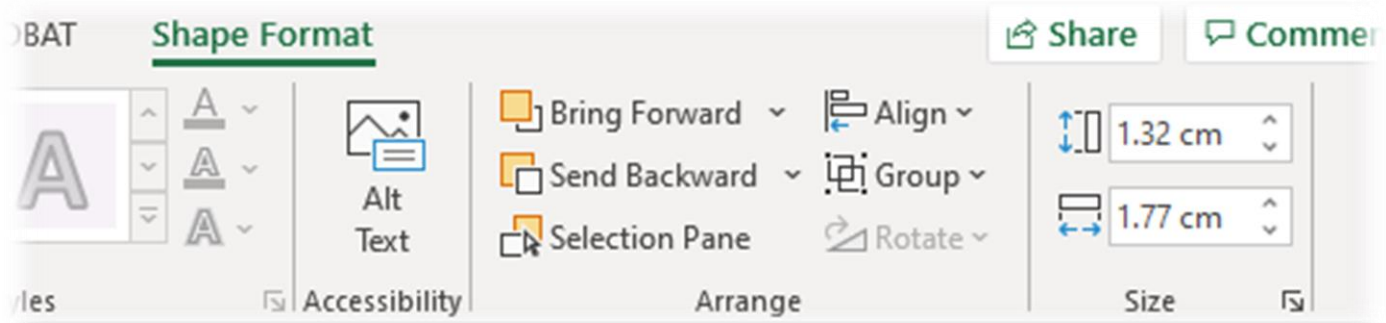
Select your piece of evidence.





Rename your evidence.



Format icon to size of cell.






Resizing Icon.

Registration Training Log for the	
<i>Please Note: You are not required to give evidence for each standard. Please provide the 30 pieces of evidence needed)</i>	
Evidence	SoP Met
Section 1: Professional Conduct	
Module 1	
Personal Responsibility and Development	
Knowledge standards	
Registered biomedical scientists must:	
 	
Competence standards	
Registered biomedical scientists must be able to:	

Continue to populate your spreadsheet.

Registration Training Log for the Certificate of Competence

Please Note: You are not required to give evidence for each standard. Please provide the 30 pieces of evidence required and indicate the standard being met in the appropriate column. (insert further as needed)

Evidence	SoP Met	Evidence Number	Justification
Section 1: Professional Conduct			
Module 1			
Personal Responsibility and Development			
Knowledge standards			
Registered biomedical scientists must:			
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  Evidence 1 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  Evidence 3 </div> </div>	1.2, 2.3	1	
	2.1	3	
Competence standards			
Registered biomedical scientists must be able to:			
<div style="border: 1px solid black; padding: 5px; text-align: center;">  Evidence 2 </div>	1.2	2	

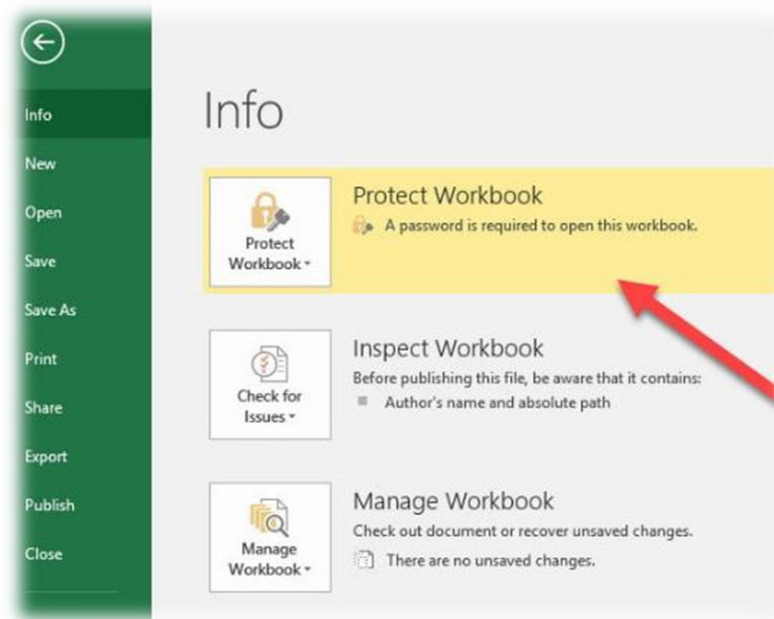
SAVE

Once you have completed populating your e-workbook of evidence ensure to save your workbook to share with your Trainer and Verifier. Feel free to save your workbook as your name and case number.

You can lock your spreadsheet upon completion for sharing.

Note: Ensure to provide your spreadsheet password to the verifier.

Go to File



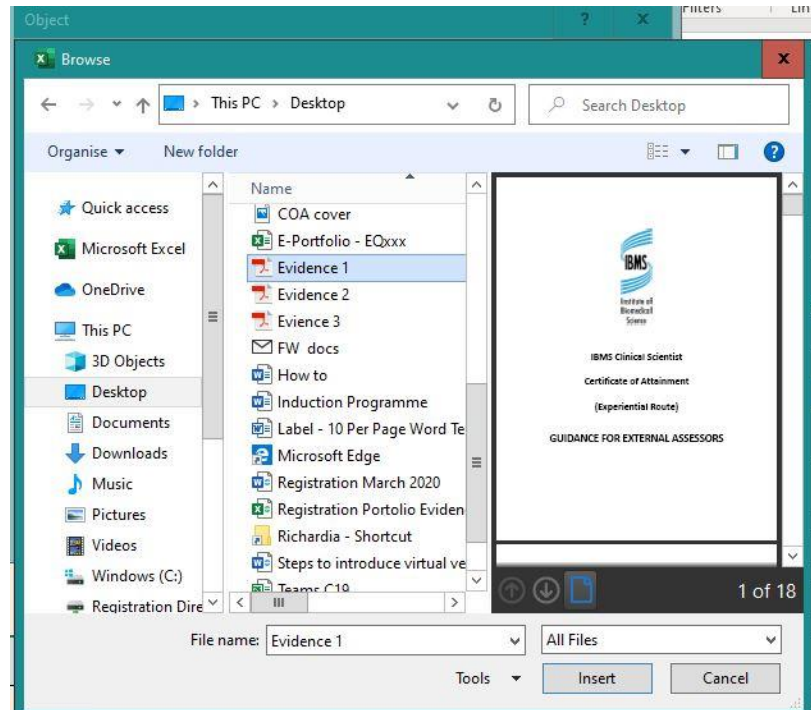
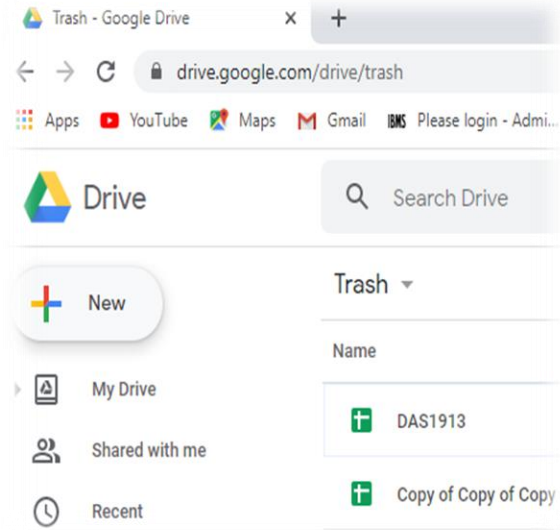
How to share your workbook?

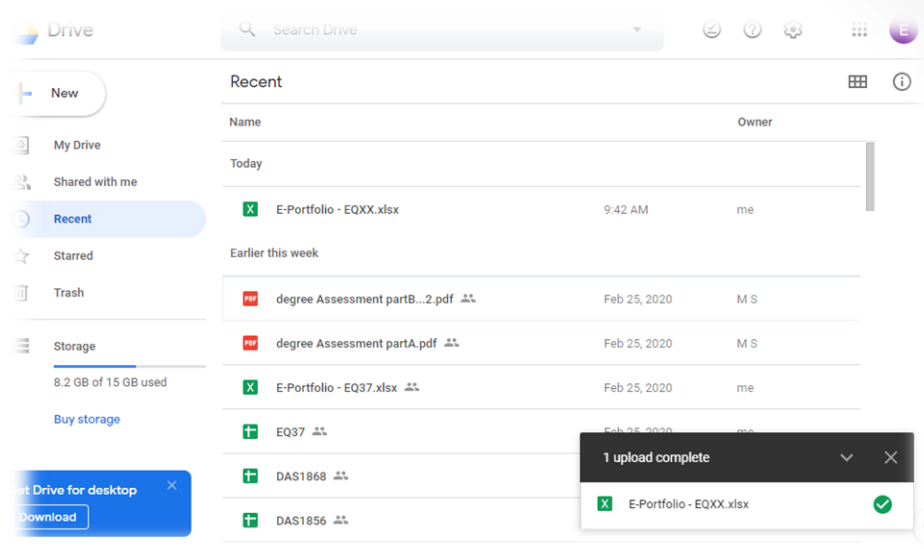
Your workbook can be shared via email as an attachment, google drive as a shared link or One drive. Your Trainer can communicate with the Verifier to confirm the best way for receiving your workbook of evidence.



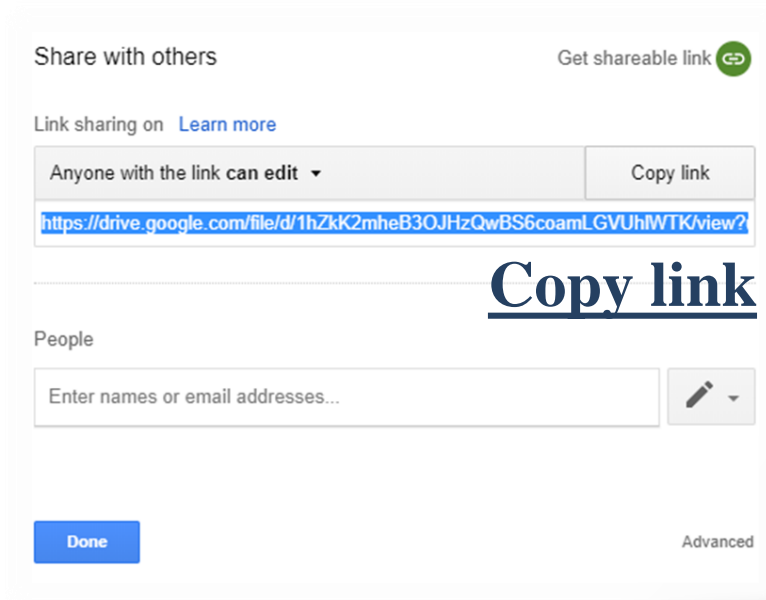
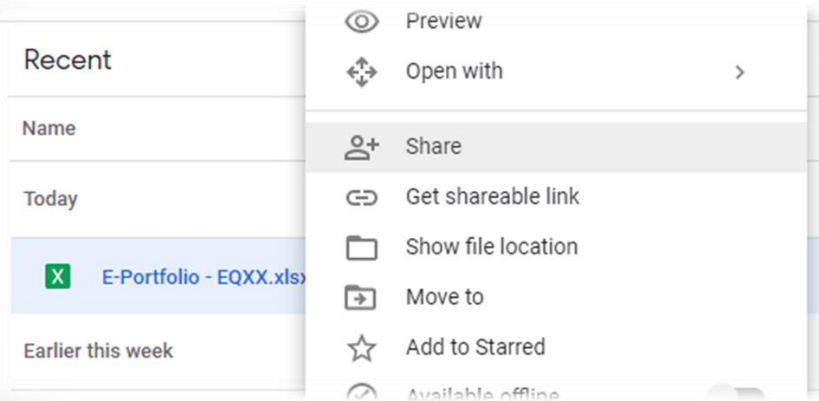


Example: Google Drive





Right click upload and share.



Copy link

Ensure to change ‘Anyone with the link’ option from ‘can edit’ to ‘can view’

1. Paste copied link will be sent to the verifier for viewing (along with your workbook password).
2. Ensure to quote your name and case number in your email.
3. Prepare for your verification.

Questions?

Contact us via email registration@ibms.org

