


A step-by-step guide to ePortfolio for candidates.



IMI AWARDS
ePortfolio

Candidate Login

Candidate Number 00011010

Password

Forget Password Login

Sign in to ePortfolio using your unique user ID & password.

These will be sent to you in an automated email

The link to ePortfolio is: <http://eportfolio.imiawards.org.uk/epc/>

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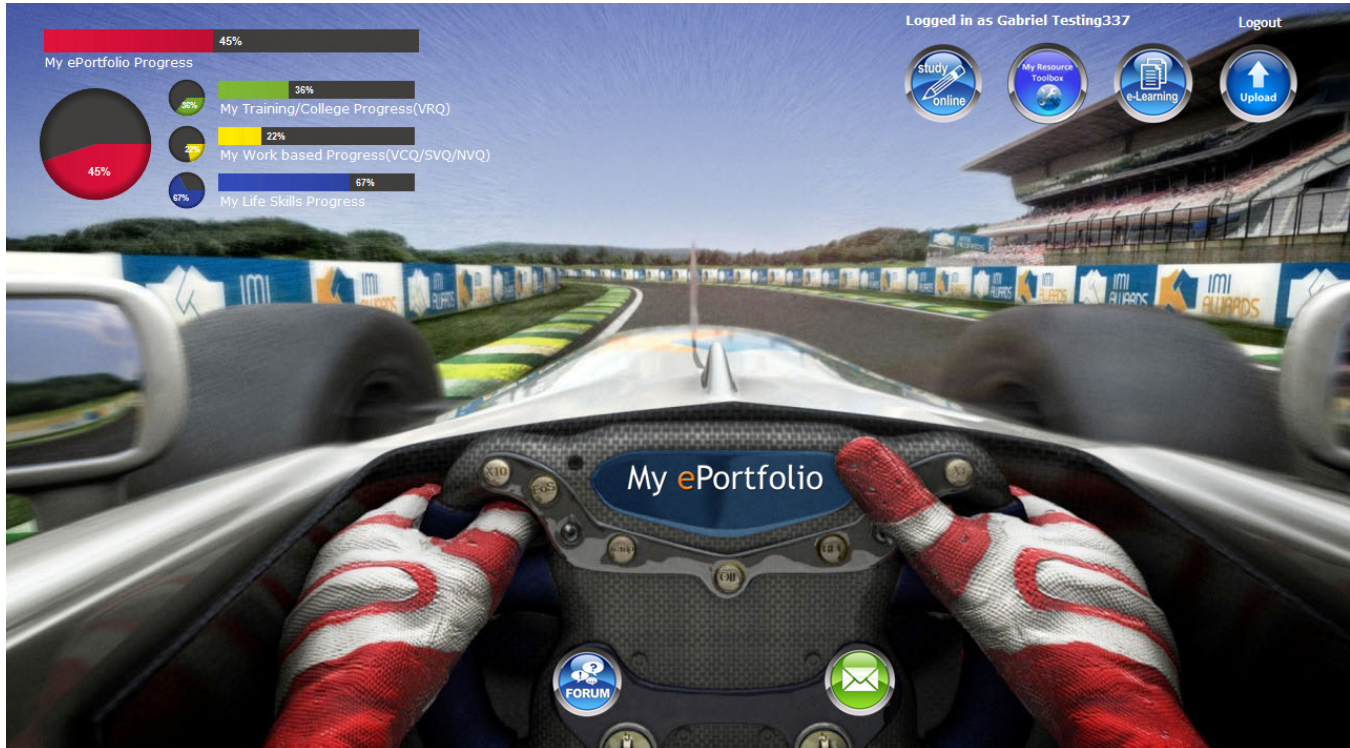
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Candidate Home Page

Signing in will take you to the candidate homepage. On the left hand side, there is a dashboard. This is an easy way for you to track your ePortfolio progress. And, more specifically, you can see how you're progressing in the various skills, and training and work-based tasks.

If you hover over the blue buttons on the right hand side it will explain what each of these buttons is for, but this document will explain how to find your way around the site – see below for a quick overview for each of the buttons.



Study Online (1st button) This is the main button as it is where you will access tasks and manage them as they get passed back and fourth between you and your assessors. See the study online section for a full overview

Resource Library (2nd Button) This is where you will access information uploaded by IMI Awards, your centre and assessors that will help you with your qualification. You can also upload information relevant to you qualification.

eLearning (3rd Button) This is where you can access eLearning videos and information that will help you with your learning.

Upload (4th Button) This is where you can upload evidence for your assessor to link to units. This can also be accessed via your smart phone by saving this link as a bookmark/favorite <http://eportfolio.imiawards.org.uk/epc/>

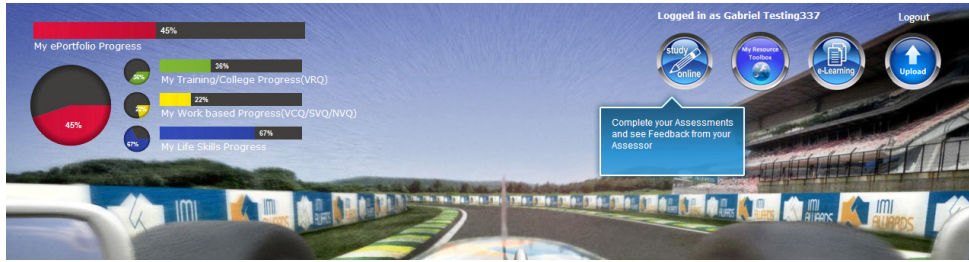
My ePortfolio (centre of steering wheel) This is where you can view the details of your progress. You can also amend contact details and change your e-mail address. You will also be able to create an electronic version of your Portfolio.

Forum Icon (left hand of steering wheel) This is where you can engage with assessors and other candidates on topics covered in your qualification. *This feature is coming soon but is currently disabled.*

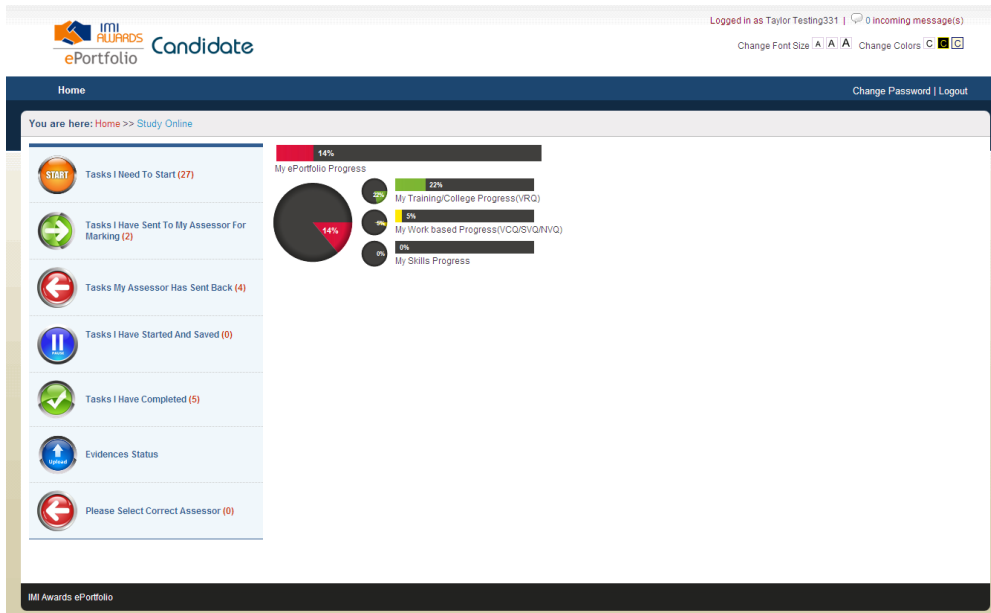
Email Icon (right hand side of steering wheel) This is where you can access communications sent by staff at your centre.

Study Online (candidate inbox) overview

This button (the first blue button on the right hand side of the screen), enables you to complete and upload your tasks, and see your assessor's feedback.



Clicking on the **Study Online** button will take you to this page.



On the left hand side there are seven icons. Beside each icon are different headings:

- Tasks I Need To Start
- Tasks I Have Sent To My Assessor For Marking
- Tasks My Assessor Has Sent Back
- Tasks I Have Started and Saved
- Evidence Status
- Please Select Correct Assessor
- Tasks I Have Completed

Tasks I need to start

Clicking on the orange icon takes you to this page. There are five headings across the top: Assessment Reference, Task Type*, Task Description, To Be Completed By and Action Required. Clicking on the heading will reorder them to help you find a particular task.

* The different tasks types are:

Practical Tasks (for skills-based assessments)

Written Tasks (for knowledge-based assessments)

Work-based Tasks (for competence-based assessments)

Online Assessments (for information only – not accessed via EP)

The screenshot shows the 'Candidate ePortfolio' interface. The user is logged in as Gabriel Testing337. The main navigation bar includes 'Home', 'Study Online', and 'My ePortfolio'. The breadcrumb trail indicates 'You are here: Home >> Study Online'. On the left sidebar, there are several navigation icons: a green 'START' icon for 'Tasks I Need To Start (15)', a green right-pointing arrow for 'Tasks I have Sent To My Assessor For Marking (10)', a grey left-pointing arrow for 'Tasks My Assessor Has Sent Back (2)', a grey pause icon for 'Tasks I have Started And Saved (0)', a grey checkmark for 'Tasks I have Completed (12)', an 'Evidences Status' icon, and a grey left-pointing arrow for 'Please Select Correct Assessor (0)'. The main content area displays three tables: 'Practical Tasks', 'Written Tasks', and 'Work based Tasks'. Each table has columns for 'Assessment Reference', 'Task Type', 'Task Description', 'To be completed by', and 'Action Required'. The 'Action Required' column contains 'START' buttons. The 'Practical Tasks' table lists tasks like G4S, BP01S - Task 1, BP21S, and BP25S - Task 1. The 'Written Tasks' table lists BP06K, BP21K, and BP25K. The 'Work based Tasks' table lists G0102C, G3C, and BP19C.

Tasks I have sent to my assessor for task marking

Clicking on the next green icon takes you to this page. It shows how many tasks have been submitted to your assessor for evaluation.

The screenshot shows the 'Candidate ePortfolio' interface. The user is logged in as Gabriel Testing337. The main navigation bar includes 'Home', 'Study Online', and 'My ePortfolio'. The breadcrumb trail indicates 'You are here: Home >> Study Online'. On the left sidebar, there are several navigation icons: a grey 'START' icon for 'Tasks I Need To Start (15)', a green right-pointing arrow for 'Tasks I have Sent To My Assessor For Marking (10)', a grey left-pointing arrow for 'Tasks My Assessor Has Sent Back (2)', a grey pause icon for 'Tasks I have Started And Saved (0)', a grey checkmark for 'Tasks I have Completed (12)', an 'Evidences Status' icon, and a grey left-pointing arrow for 'Please Select Correct Assessor (0)'. The main content area displays three tables: 'Practical Tasks', 'Written Tasks', and 'Work based Tasks'. Each table has columns for 'Assessment Reference', 'Task Type', 'Task Description', 'Sent to Assessor', and 'Action Required'. The 'Action Required' column contains 'Awaiting feedback'. The 'Practical Tasks' table lists tasks like BP06S - Task 1, BP01S - Task 2, BP24S - Task 1, G0102S, and G3S. The 'Written Tasks' table lists BP20K, BP26K, and BP24K. The 'Work based Tasks' table lists BP20C.

Tasks my assessor has sent back

Clicking on the next red icon takes you to this page. If your assessor has sent tasks back to you (so that you can add more evidence), this is where it will be.

IMI AWARDS ePortfolio Candidate

Logged in as Taylor Testing331 | 0 incoming message(s)

Change Font Size | Change Colors

Home | Change Password | Logout

You are here: Home >> Study Online

START Tasks I Need To Start (27)

Tasks I Have Sent To My Assessor For Marking (2)

← Tasks My Assessor Has Sent Back (4)

Tasks I Have Started And Saved (0)

Tasks I Have Completed (5)

Evidences Status

Please Select Correct Assessor (0)

Practical Tasks

Assessment Reference	Task Type	Task Description	To be completed by	Action Required
G3S	Practical	Skills in Supporting Job Roles in the Automotive Environment	01-Jan-2020	Try Again
G8S	Practical	Skills to Identify and Agree Motor Vehicle Customer Service Needs	01-Jan-2020	Try Again

Written Tasks

Assessment Reference	Task Type	Task Description	To be completed by	Action Required
LV01K	Written	Routine maintenance knowledge questionnaire	01-Jan-2020	Try Again
G4K	Written	Automotive materials and tools knowledge questionnaire	01-Jan-2020	Try Again

Work based Tasks

Assessment Reference	Task Type	Task Description	To be completed by	Action Required
No Records available.				

IMI Awards ePortfolio

Tasks I have started and saved

Clicking on the next blue icon will take you to this page. If you have started an assessment and saved it, this is where it will be.

IMI AWARDS ePortfolio Candidate

Logged in as Taylor Testing331 | 0 incoming message(s)

Change Font Size | Change Colors

Home | Change Password | Logout

You are here: Home >> Study Online

START Tasks I Need To Start (26)

Tasks I Have Sent To My Assessor For Marking (2)

← Tasks My Assessor Has Sent Back (4)

|| Tasks I Have Started And Saved (1)

Tasks I Have Completed (5)

Evidences Status

Please Select Correct Assessor (0)

Practical Tasks

Assessment Reference	Task Type	Task Description	Date Saved	Action Required
LV04s Task 1	Practical	Remove and refit a steering arm ball joint	17-Aug-2011	Continue

Written Tasks

Assessment Reference	Task Type	Task Description	Date Saved	Action Required
No Records available.				

Work based Tasks

Assessment Reference	Task Type	Task Description	Date Saved	Action Required
No Records available.				

IMI Awards ePortfolio

Tasks I have completed

Clicking on the next green icon takes you to this page. This is where you will be able to view your completed tasks.

The screenshot shows the 'Candidate' interface for IMI Awards ePortfolio. The user is logged in as Taylor Testing331. The main navigation bar includes 'Home' and 'Change Password | Logout'. The breadcrumb trail indicates 'You are here: Home >> Study Online'. On the left sidebar, there are several task status icons: 'Tasks I Need To Start (26)', 'Tasks I Have Sent To My Assessor For Marking (2)', 'Tasks My Assessor Has Sent Back (4)', 'Tasks I Have Started And Saved (1)', 'Tasks I Have Completed (5)' (highlighted with a red circle), 'Evidences Status', and 'Please Select Correct Assessor (0)'. The main content area displays three task categories: 'Practical Tasks', 'Written Tasks', and 'Work based Tasks'. Each category has a table with columns for 'Assessment Reference', 'Task Type', 'Task Description', 'Date Completed', and 'Complete'. In the 'Practical Tasks' table, the first row is highlighted with a red arrow pointing to the 'Complete' column, which contains a green checkmark icon.

Assessment Reference	Task Type	Task Description	Date Completed	Complete
LV02s Task 2	Practical	Removing and refilling a vehicle radiator	07-Aug-2011	
LV02s Task 3	Practical	Removing and refilling exhaust and air filter systems	07-Aug-2011	
LV01s Task1	Practical	Carry out intermediate service on vehicle	07-Aug-2011	

Assessment Reference	Task Type	Task Description	Date Completed	Complete
G0102K	Written	Health, safety and good housekeeping	07-Aug-2011	
LV02.1K	Written	Engine mechanical, lubrication and cooling systems questionnaire	07-Aug-2011	

Work based Tasks

Assessment Reference	Task Type	Task Description	Date Completed	Complete
No Records available.				

Evidences Status

Clicking on the next blue icon will take you to this page. This is where you will be able to view the evidence that you have submitted to your assessor.

Once your assessor has accepted the evidence it will be displayed in **Accepted Evidences** (top bar). If the evidence has been rejected by your assessor it will be displayed in **Rejected Evidences** (bottom bar).

The screenshot shows the 'Candidate' interface for IMI Awards ePortfolio. The user is logged in as Jane Testing1. The main navigation bar includes 'Home' and 'Change Password | Logout'. The breadcrumb trail indicates 'You are here: Home >> Study Online'. On the left sidebar, there are several task status icons: 'Tasks I Need To Start (37)', 'Tasks I Have Sent To My Assessor For Marking (2)', 'Tasks My Assessor Has Sent Back (0)', 'Tasks I Have Started And Saved (0)', 'Tasks I Have Completed (1)', and 'Evidences Status' (highlighted with a red arrow). The main content area displays two evidence categories: 'Accepted Evidences' and 'Rejected Evidences'. Each category has a table with columns for 'Linked Assessments', 'Evidence Description', 'Evidence Date', and 'File Name'. In the 'Accepted Evidences' table, the first row is highlighted with a red arrow pointing to the 'File Name' column, which contains a blue link icon.

Linked Assessments	Evidence Description	Evidence Date	File Name
	test uploading	07-Jan-2011	ID_hazards.wmv
	test upload (10 MB file)	07-Jan-2011	aa044714_20.jpg
LV03C	Alternator change today	15-Jan-2011	alternator.jpg
	Testing	24-Jan-2011	Candidate1.jpg

Linked Assessments	Evidence Description	Evidence Date	File Name
No Records			

Select correct assessor

In this box, if you have sent an assesment to the wrong assessor, they will send it back for to you to send to the correct assessor.

IMI AWARDS ePortfolio Candidate

Logged in as Gabriel Testing337 | Incoming message(s)

Change Font Size | Change Colors

Home Study Online My ePortfolio Change Password | Logout

You are here: Home >> Study Online

Assessment Reference	Task Type	Task Description	Action
G3C	Work based	Job roles in the automotive workplace	Change Assessor

Completing Tasks

In tasks I need to start, your assessor will advise you which task you need to complete.

Select the task and click:



Practical Tasks Follow the instruction on screen and any additional instruction or information your assessor provides. When you have completed the entering details of your task, scroll to the bottom and click the **green submit button**. If all the required fields are complete, the screen below will appear for you to choose the assessor. Chose the assessor who taught this unit and click save and submit. This will then be sent to your assessor for marking.

Important Information: the system has a 30 minute timeout facility. If you do not use the system for 30 minutes, it will log you out. Remember, click the orange **Save to Draft** button if you have started work that you want to continue later.

PPE worn and special precautions taken:

PPE Worn

Special tools used including any calibration required:

Tools used

Candidate Comments

Select & Upload Evidence

Evidence Description

123

Selected for this task

Close

Select Assessor

- Jane Allen (MASTER ASSESSOR)
- Sub 1 Assessor(ep)
- Sharman(ep) Bob
- Smith(ep) Alistair
- Stephen Longworth
- Assessor4 EPTesting4
- Assessor6 EPTesting6
- Assessor7 EPTesting7

Save and Submit

Save to draft Submit

Written Tasks

At the top of each of these tasks there will be specific instructions as they may require you to provide different levels of information. There may be a requirement for you to provide diagrams and drawings, you can either upload these into the system where indicated, or as instructed, hand in these to your assessor who will view them and provide a mark on the system where indicated.

IMI AWARDS ePortfolio Candidate

Logged in as Taylor Testing331 | 0 incoming message(s)

Change Font Size | A | A | A | Change Colors | C | C

Home Study Online My ePortfolio Change Password | Logout

You are here: Home >> Study Online >> Fill and Submit Assessment

Unit	LV04K - Knowledge of Removing and Replacing Light Vehicle Chassis Units and Components	Marks: 0
Assessment	LV04K - Removing and replacing LV chassis units	Min. Pass Mark: 60
Candidate Name	Taylor Testing331	Status: In Progress

Candidate Instructions

These questions will show your understanding about removing and replacing chassis units and components. You can start work on your answers, save them using the button at the bottom of the page and, if permitted, carry on at a later date.

Where there are questions asking you to provide a drawing or a diagram, you can either upload these at the bottom of the page or show them direct to your assessor - just type in the answer box which way you have provided your drawing or diagram.

You must attempt to answer all questions and provide as much detail as you can for each.

1. This question relates to light vehicle wheels and tyres.

A) State three advantages of a tubeless tyre compared to a tubed tyre **Marks 6**

D) State what checks you would carry out before and after fitting

Candidate and Assessor Comments

Submitted Date Candidate

Your Comments

Select & Upload Evidence

Evidence Description

Evidences uploaded

Description Evidence File Name Date submitted

No evidences available.

Save to draft Submit

Select Assessor

- John Buchanan
- Jane Allan (MASTER ASSESSOR)
- Mark(EP) Hancock
- John(ep) Davies
- Sub1 Assessor(ep)
- Sharman(ep) Bob
- Smith(ep) Alistair
- Paul Whiteside
- Stephen Longworth
- James Clark
- Paul Davies
- Sub2 Assessor2(ep)
- Marten(ep) Stavenga
- Assessor3 EPTesting3
- Assessor4 EPTesting4
- Assessor5 EPTesting5

Save and Submit

Provide answer to the questions as indicated then click the green Submit Button (or save to draft if you want to continue at a later time). Select the assessor you need to send this to for marking then click **Save and Submit**.

Work Based Tasks

There will be specific instructions about the unit and how to complete it. These units will be passed back and fourth between you and your assessor as you collect evidence in your workplace. Each of the evidence requirements has a % progress attached to it, as your assessor passes tasks within the unit, your progress for this unit will increase.

You are here: Home >> Study Online >> Fill and Submit Assessment

Unit	LV01C - Competency in Routine Light Vehicle Maintenance
Assessment	LV01C - Competency in routine LV maintenance
Candidate Name	Taylor Testing331

Candidate Instructions

This unit is about servicing light vehicles and carrying out light vehicle routine maintenance, adjustments, checks and replacement of service parts like air filters, oil filters and spark plugs. You will have to produce evidence of your practical activities, which could be job cards or photographs of you carrying out the work and also be observed by your assessor on at least one occasion at your normal place of work. Try to include as much detail as you can for your job card evidence as it may be useful for other units.

Evidence from simulated activities is not acceptable for this unit.

SPECIFIC PERFORMANCE REQUIREMENTS

1 You must produce evidence of competently carrying out servicing activities on at least 3 different vehicles which collectively cover the Learning Outcomes.

1.1 carrying out servicing activities - vehicle 1 **Achieved** **Date**

1.2 carrying out servicing activities - vehicle 2 **Achieved** **Date**

1.3 carrying out servicing activities - vehicle 3 **Achieved** **Date**

Candidate Notes

Evidence Reference

You can upload evidence direct into an assessment; just select the evidence reference you want to link it to from the drop down menu, type in a description then browse to find the file you want to upload. You can either do this or send evidence to your assessor to link it to your tasks via the [upload facility](#)

Assessment: LVV11C - Competency in routine LV maintenance

Candidate Name: Taylor Testing331

Candidate Instructions

This unit is about servicing light vehicles and carrying out light vehicle routine maintenance, adjustments, checks and replacement of service parts like air filters, oil filters and spark plugs. You will have to produce evidence of your practical activities, which could be job cards or photographs of you carrying out the work and also be observed by your assessor on at least one occasion at your normal place of work. Try to include as much detail as you can for your job card evidence as it may be useful for other units.

Evidence from simulated activities is not acceptable for this unit.

SPECIFIC PERFORMANCE REQUIREMENTS

1 You must produce evidence of competently carrying out servicing activities on at least 3 different vehicles which collectively cover the Learning Outcomes.

- 1.1 carrying out servicing activities - vehicle 1
- 1.2 carrying out servicing activities - vehicle 2
- 1.3 carrying out servicing activities - vehicle 3

Achieved Date

Achieved Date

Achieved Date

Candidate Notes

Work I carried out in the workplace servicing vehicle 123 XYZ

Evidence Reference

Evidence Linked To	Description	Evidence File Name	Date submitted	Uploaded by	Delete
1.1	Service Job card for Vehicle 123 XYZ	Job_card_1.jpg	04/09/2011	Candidate	<input type="checkbox"/>

use the drop down box to select the correct evidence criteria and type in a description or registration number

Select Evidence: Evidence Description:

2 Your assessor must physically observe you in your normal workplace carrying out a range of servicing activities on at least 1 occasion.

- 2.1 Assessor observation

Achieved Date

Assessor Observation Report

Resource Library

Clicking on the **Resource Library** button will take you to this page; you will find useful information and files to support your study.



To look for a resource you can search by *qualification*, *unit*, *assessment* or *general* – to see the results, click **search documents**.

The interface shows the 'Candidate' ePortfolio. The user is logged in as Taylor Testing331. The 'General' tab is selected in the search filters. The search results show a document titled 'Handout Activity' with linked qualifications 500/9819/6 and 500/9818/4, and a creation date of 09-Feb-2011. A red arrow points to the 'Search Documents' button.

When you have located something from the library, it will be displayed in a pop-up window, like this. Click the link to view the resource, it will either open within the system or you can save it to you local files.

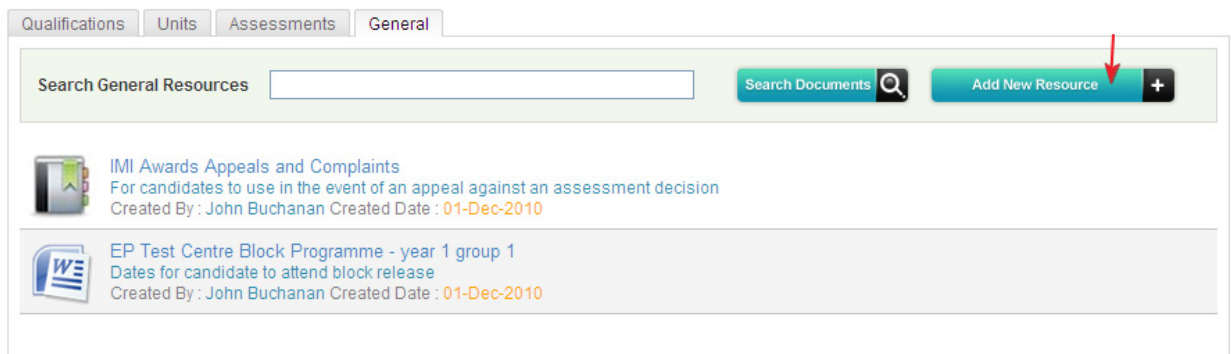
The pop-up window titled 'Available Resources' displays the following information:

- Resource Name: EP Test Centre Block Programme - year 1 group 1
- Description: Dates for candidate to attend block release

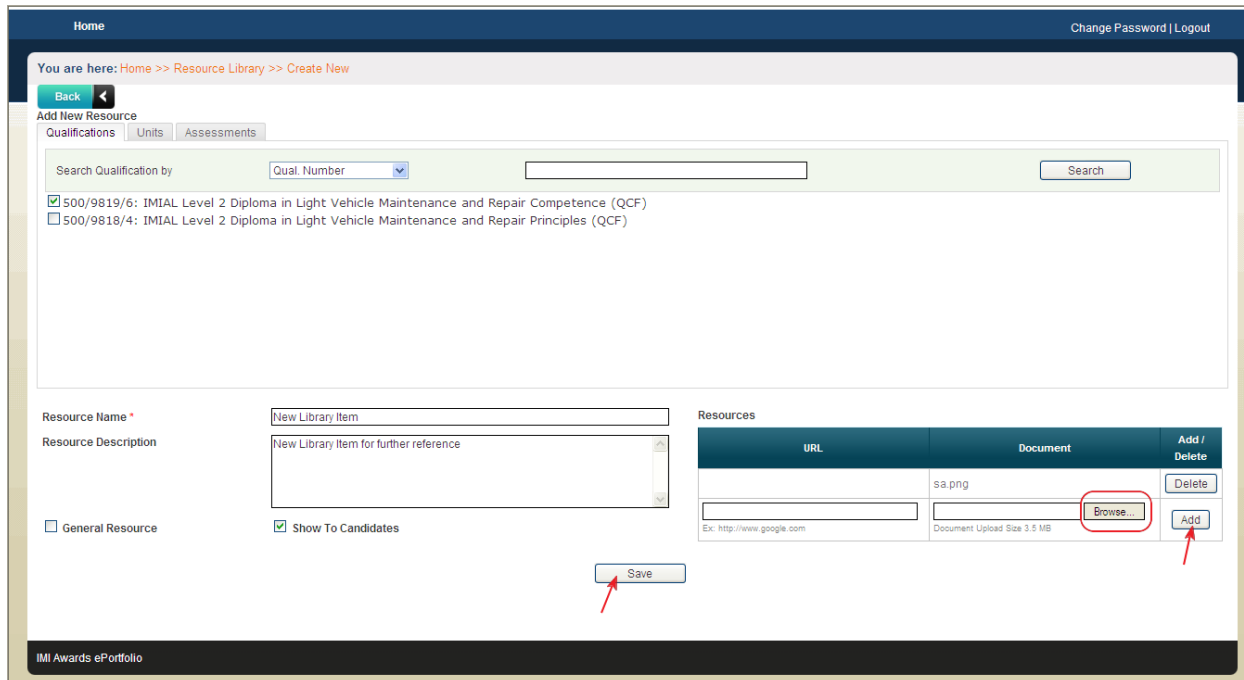
URL	Document
	Form25-IV/SamplingPlan-Iss2.doc

A red arrow points to the document link. A 'Close' button is at the bottom of the pop-up.

You can also **add a new resource**. Click this button to add files to the existing library.



Clicking **add new resource**, takes you to this page.



You can add a resource under a qualification, unit or assessment (click the corresponding tab). To add a resource:

- enter a name and description
- tick **Show to Candidates** (checkbox) so all candidates who are registered on the same qualification can view the resource.
- upload document(s). Use the **browse** button to search for and upload the file. If you are uploading more than one document per resource, click **add**. For each document you upload will need to include the URL as a reference.
- Once all the resource details have been entered, and document(s) have been uploaded click **save**.

Edit / Delete Resource Library you can **edit** and **delete** resources by clicking on the buttons (see image). Resources can only be edited or deleted by the person who uploaded the resource to the library.

Qualifications Units Assessments General

Search Qualification wise Resources by

Qual. Number

Search Documents Add New Resource

New Library Item
 Linked Qualifications: 500/9819/6
 Linked Units:
 Linked Assessments:
 Created By : Jane Testing1 Created Date : 25-Jan-2011

[Edit](#)
[Delete](#)

eLearning

Logged in as Gabriel Testing337 Logout

My ePortfolio Progress 45%

My Training/College Progress (VRQ) 36%

My Work based Progress (VCQ/SVQ/NVQ) 22%

My Life Skills Progress 67%

study online My Resource Toolbox e-Learning Upload

View Video and Other Materials to help you Learn

Clicking the **e-Learning** button will take you to this page. You can select the type of e-learning from the dropdown list – or you can search a specific word by clicking **Searching eLearning Documents** (see below).

IMI AWARDS ePortfolio Candidate

Logged in as Taylor Testing331 | 0 incoming message(s)
 Change Font Size A A A Change Colors C

Home Change Password | Logout

You are here: Home >> eLearning

What do you want to learn more about to help with your qualification?

Click to view dropdown list of e-learning sections

Type in a word or phrase and click search below

Search eLearning Documents

IMI Awards ePortfolio

Clicking on the **Searching eLearning Documents** button will take you to this page.

IMI AWARDS ePortfolio Candidate






Logged in as Taylor Testing331 | 0 incoming message(s)
Change Font Size | A | A | A | Change Colors | C | C

Home Change Password | Logout

You are here: Home >> eLearning >> eLearning Documents

eLearning Search

Search eLearning Files Search Documents

-  Using a Micrometer (CDX Global Video)
Using a Micrometer - linked to G4K and G4S units (CDX Global Video)
Tag : general tools and equipment
Created By : John Buchanan Created Date : 12-Jan-2011
-  Identifying Hazards (CDX Global Video)
Identifying hazards in the automotive workplace (CDX Global Video) - can be used with G0101K and G0101S
Tag : health & safety
Created By : John Buchanan Created Date : 12-Jan-2011
-  Fuel Supply Systems (CDX Global Video)
Fuel Supply Systems (CDX Global Video) - can be used to help with the LV02.2 unit
Tag : fuel and ignition systems
Created By : John Buchanan Created Date : 12-Jan-2011
-  Basic 4 stroke principles (CDX Global Video)
Basic 4 stroke principles (CDX Global Video)
Tag : engines
Created By : John Buchanan Created Date : 12-Jan-2011
-  Clutch principles (CDX Global Video)
Clutch principles (CDX Global Video) - can be used to help with LV12 unit - removing and replacing transmission and driveline units and components
Tag : transmission
Created By : John Buchanan Created Date : 12-Jan-2011

Next >>

Search results will be displayed in a pop-up window, like this. To view video files, click on the play button. You can also expand this into a full screen view by clicking the icon as shown below.

IMI AWARDS ePortfolio Candidate




Logged in as Gabriel Testing337 | 0 incoming message(s)
Change Font Size | A | A | A | Change Colors | C | C

Home Study Online My ePortfolio Change Password | Logout

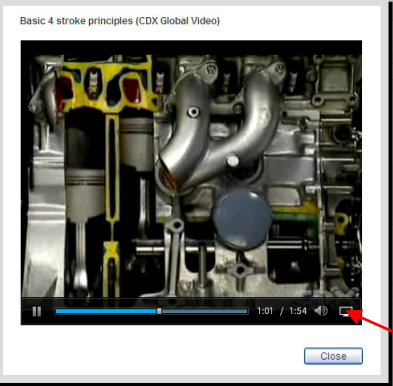
You are here: Home >> eLearning >> eLearning Documents

eLearning Search

Search eLearning Files engines

-  Basic 4 stroke principles (CDX Global Video)
Basic 4 stroke principles (CDX Global Video)
Tag : engines
Created By : IMI Awards Created Date : 12-Jan-2011
-  Suspension systems (CDX Global Video)
Suspension systems (CDX Global Video) - used in
Tag : engines
Created By : IMI Awards Created Date : 17-Jan-2011
-  Inspecting and adjusting an engine drive
Inspecting and adjusting an engine drive belt (CDX Global Video)
Tag : engines
Created By : IMI Awards Created Date : 17-Jan-2011

Basic 4 stroke principles (CDX Global Video)



Close

Done Internet 100%

Upload

The fourth blue button allows you upload evidence for your assessor to view and approve. You can also do this from your smart phone if you save/bookmark the ePortfolio link <http://eportfolio.imiawards.org.uk/epc/>

Note: As the system requires Flash to work, we are working on an "app" so candidates can access via iPhone/iPad products. We will advise you via the communication system when this is available.



Clicking on **Upload** takes you to this page. Select the files that you would like to upload and select **upload files**. You will then need to write a brief description of the evidence* that you are uploading. If you have wrongly uploaded an image, you can click the red cross to delete it. Once you are OK with the evidence, click **Submit to Assessor**.

* Note: you can use evidence for one, or more than one, assessment.

IMI AWARDS ePortfolio Candidate

Logged in as Taylor Testing331 | 0 Incoming message(s)

Change Font Size | Change Colors

Home | Change Password | Logout

You are here: Home >> Upload Evidences

This is where you upload evidence for your assessor to approve and link to tasks in your e-portfolio

Note: Upload file size limit 7MB max for each file

00030611-8.jpg-69.43KB
Uploaded 0% | Remove

00060611-8.jpg-69.43KB
Uploaded 0% | Remove

00050611-8.jpg-69.43KB
Uploaded 0% | Remove

Total Files: 4 Total Size: 277.75KB
Uploaded 0% - 0.00 bytes of 277.75KB

Evidence uploaded

Evidence File Name	
00020611.jpg	✗
00120611.jpg	✗
00110611.jpg	✗
00090611.jpg	✗
00080611.jpg	✗
00050611.jpg	✗
00040611.jpg	✗

*Brief description of evidence you are uploading:

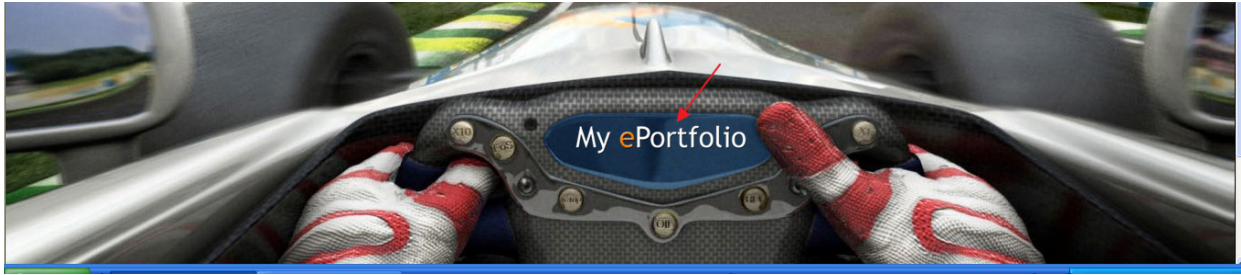
List of Assessments (tick boxes if you know the unit to link evidence)

Select	Reference	Description
<input type="checkbox"/>	LV02s Task 1	Remove and Refit a Camshaft
<input type="checkbox"/>	LV02s Task 4	Fuel and Ignition Systems
<input type="checkbox"/>	LV03s Task 1	Lighting
<input type="checkbox"/>	LV03s Task 4	Comfort and Convenience

Submit to Assessor

My ePortfolio

You can access your ePortfolio file to view the details of your qualification. You can do this from the steering wheel on the home page as below.



You can also access this from the menu in other parts of the website.

A screenshot of the IMI Awards ePortfolio Candidate website. The top navigation bar includes 'Home', 'Study Online', and 'My ePortfolio', with 'My ePortfolio' highlighted by a red box. The main content area shows 'Tasks I Need To Start (14)', 'Tasks I Have Sent To My Assessor For Marking (11)', and a 'My ePortfolio Progress' section with a pie chart and four progress bars: My Training/College Progress (VRQ) at 36%, My Work-based Progress (VCO/SVQ/NVQ) at 22%, My Life Skills Progress at 67%, and My ePortfolio Progress at 45%.

Clicking on **My ePortfolio** will take you to this page where you can view and edit your profile. You can also view your ePortfolio – simply by clicking on the chart.

A screenshot of the IMI Awards ePortfolio Candidate website showing the 'My ePortfolio' page. At the top, it says 'View / Edit My Details'. Below that, it says 'Click chart below to view detailed progress' with a red arrow pointing to a progress chart. The chart shows 'My ePortfolio Progress' at 14%, 'My Training/College Progress (VRQ)' at 22%, 'My Work-based Progress (VCO/SVQ/NVQ)' at 0%, and 'My Skills Progress' at 0%. There is also a 'Create My Portfolio' button at the bottom.

Edit Profile Remember, once you have made changes to your profile you must **Save Details**.

View Portfolio You can view your qualification portfolio – and can even drill down to assessment level enabling you to view any particular unit.



Selecting an individual unit (click on the bar) enables you to view your progress in that particular unit. You open (view only) the assessment by clicking on the view assessment next to the unit.

Type of Assessment		Required	Created / Linked
Mandatory - Online		0	0
Optional - Online		0	0
Mandatory - Other		3	3
Optional - Other		0	0

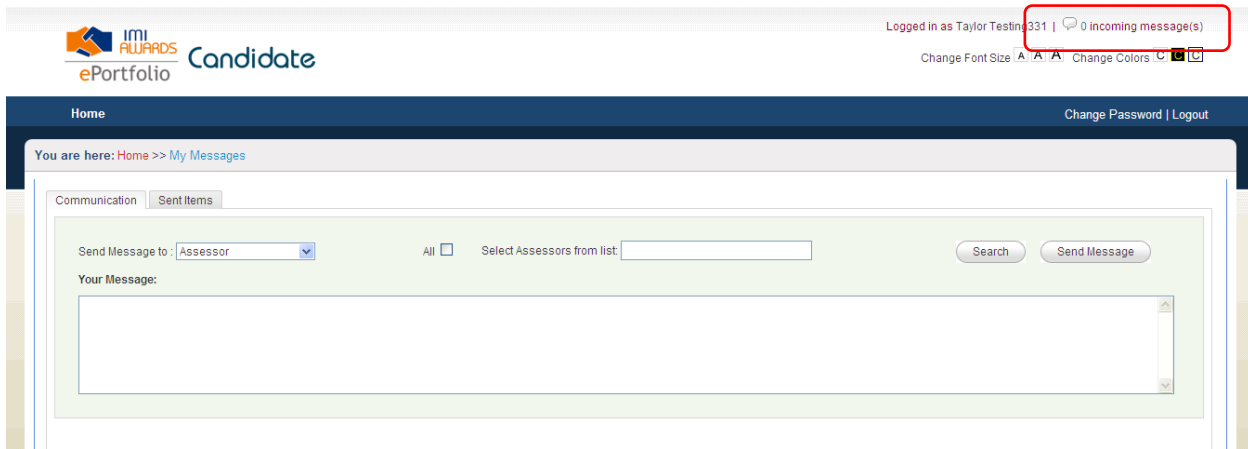
Reference	Description	Type	M/O	Status	View Assessment
BP02s Task 1	Removing and Refitting a Non Permanently Fixed Wing	Practical	Mandatory	Passed	View Assessment
BP02s Task 2	Removing and Refitting a Non Permanently Fixed Door	Practical	Mandatory	Passed	View Assessment
BP02s Task 3	Removing and Refitting Non Permanently Fixed Panels	Practical	Mandatory	Not Passed	View Assessment

Candidate Email

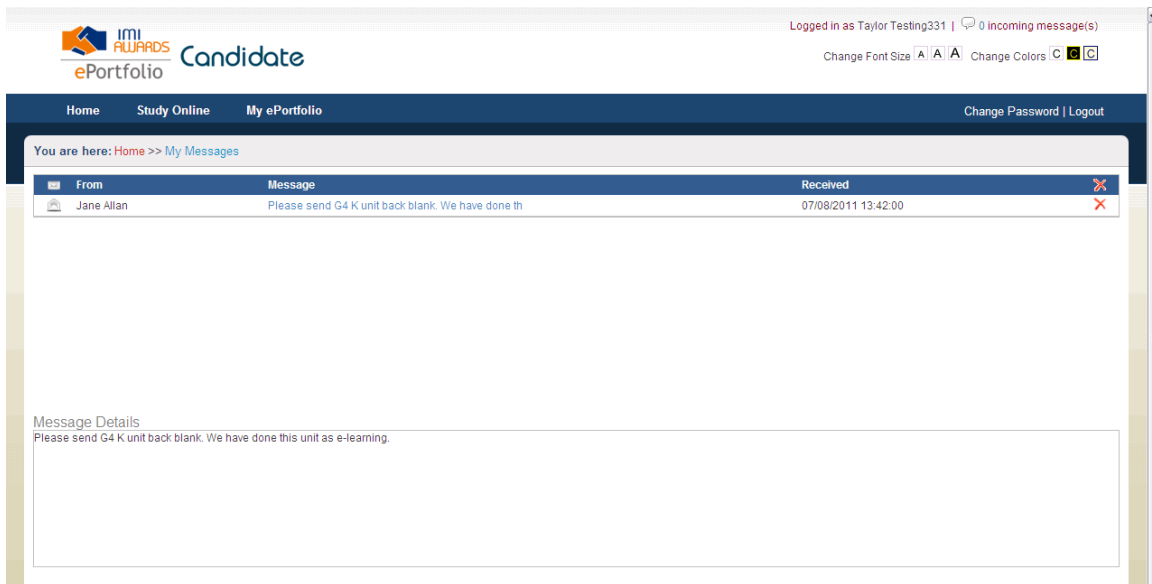
You can read your emails by clicking on the green email icon.



Clicking on the **email** button will take you to this page. In the first tab (**Communication**) you can send an email to your assessor. The **Sent Items** tab allows you to view all the emails from your assessor. Clicking on the email subject allows you to view the mail content in the 'Message Details' window.



You can view your incoming messages by clicking on the link at the top of the page. There will be a number showing if you have any unread messages. When you click on the link the following page will be displayed:



You cannot respond to emails directly from this system, you have to go to the communications tab (as above) to select your assessor and send a message.