



## E-Portfolio – What’s New?

We would like to advise all BICS Candidates that all the necessary updates to the e-Portfolio have now been made. Thank you for your patience whilst we were completing these.

**Please note that the changes have altered the e-Portfolio in the following ways:**

- Many attainment levels have been **reduced**, therefore it will be easier to demonstrate that you meet a certain level and you will require less evidence.
- The **wording** of each section has been **slightly altered** to make it easier to follow.
- Some sections are labelled '**NO LONGER REQUIRED**' – this means that you do not need to submit these or rank yourself against them. We do note that you may have completed these sections already and have some evidence against these. It would be advisable to copy and paste the evidence you already have in these section in a requisite new section.
- You have some new sections to complete. These are not 'new' in terms of new material, but a reworded section that has been moved to a different part of the e-portfolio. Therefore, if you have already completed the e-portfolio previously these will not seem new to you and you would have likely have answered them already, you will need to copy and paste your answers in these new sections.

If you need help with anything or simply to discuss the changes please get in touch.

More updates and frequently asked questions will follow.

Below are some of the questions we have received and what we have advised:

## **I wish to submit my e-Portfolio in the next month. Will I need to format it before I do so?**

No, the Assessors are aware that some candidates have completed their e-Portfolio and are ready to submit but may be waiting for payments or for mentor to check their work. Therefore, there will be a short transition period where you will be able to submit your e-Portfolio as it is and Assessors will review this as per the old requirements. Please note that the Assessor may get in touch with you to clarify certain points.

However, please note that if you are considering submitting your e-portfolio at the end of April, please start changing the formatting to match the new requirements. We appreciate that this will impact on your time, however the changes have been made to reflect the requests and feedback received from you, therefore we have no doubt that it will aid all candidates going forward.

## **Some of my data has been migrated to different parts of the e-Portfolio**

We appreciate that your e-Portfolio looks different to it's previous version! However, the new wording has simplified the questions and has made it easier to complete!

The sections that are no longer required have been left in, to allow the candidates to eventually migrate the data. The new sections that have been created are based on those sections that are no longer required. Therefore, you will need to move the information contained in those sections that are no longer required to one of the new sections. Please note the changes in attainment level where necessary, as many have now been reduced requiring less evidence.

If you are not sure, please get in touch. We would be happy to assist you with your e-Portfolio changes.