# Level 1 Awards Diploma in Construction Skills (6219)





Paper-based portfolios use a lot of natural resources and do not have the flexibility for the candidate to collate various types of evidence for the assessment criteria.

Most of my candidates were visual learners and hands-on, E-portfolios enables the candidate to choose a medium more suited to their individual needs.

This ensures that there is a broad, balanced, relevant, challenging, progressive and differentiated curriculum is offered to candidate`s with special needs.

Additional advantages of E-Portfolios it's portable and also can be used in the cloud or from the server with the appropriate additional software.
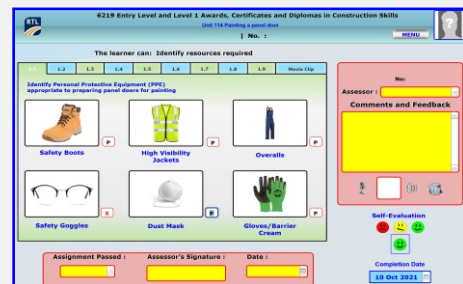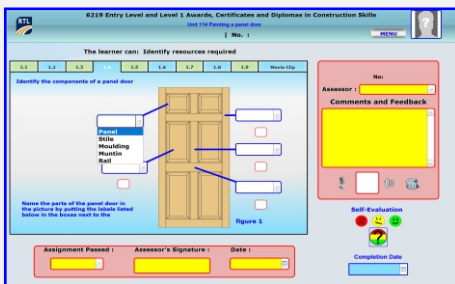




## FileMaker Pro Advanced 16

The free stand-alone version was designed in FileMaker Pro advanced 16, using development utilities.

I have FileMaker 19 cannot reproduce a stand-alone version, but when you load the original database into FileMaker 19 advance the PDFs and Videos open automatically.

## CorelDRAW 2021

All of the artwork and the working drawings within this stand-alone E-portfolio was created by CorelDRAW 2021.

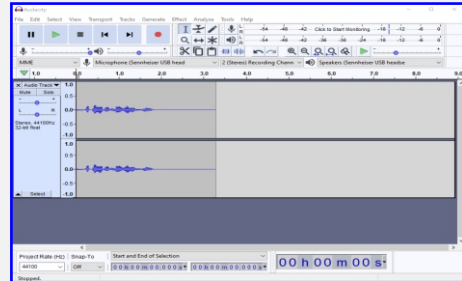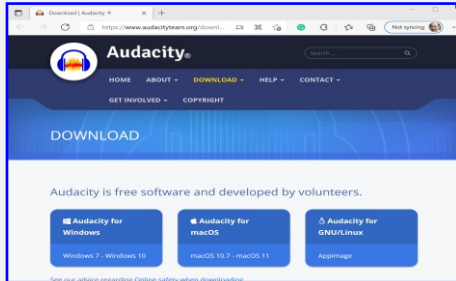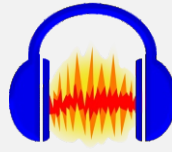The working drawings in this E-portfolio have three types of files you can export to your desktop:

CorelDRAW 2021: the original artwork.

PNG: can be imported into any graphic program.

IA: file which can be used in Adobe software or any other vector-based software.

# Additional Free Software

## Audacity







Audacity, can record live audio through a microphone or mixer, or digitize recordings from other media.

Audacity is Free, open-source, cross-platform audio software and has an easy-to-use, multi-track audio editor and recorder for Windows, macOS, and other operating systems.

**https://www.audacityteam.org/download/?from_ver=3.0.5&Time=Sep28202115:32:50**

## Lightshot
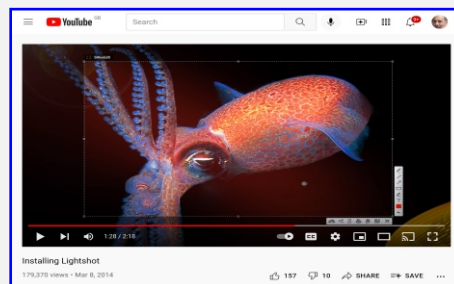




Lightshot is free and it's very good for taking screenshots, and saving them to desktop, or copying and pasting them into a container box inside the E-portfolio.
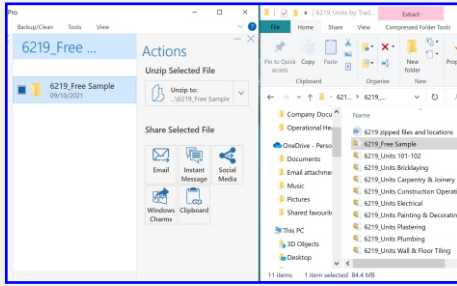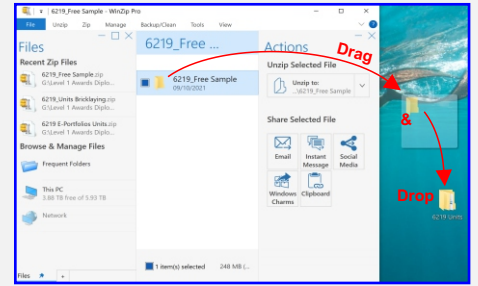
# Unzipping the Free E-portfolios

## 6219 Unit 214 Painting a Panel Door



**Before you unzip the file, create a folder on your desktop, named 6219, units.**

**Unzipping the free E-portfolio within WinZip, then drag and drop the folder inside, you need to rename it 6219 Unit 214 Painting a Panel Door, this is one unit out of 48 units within the qualification.**
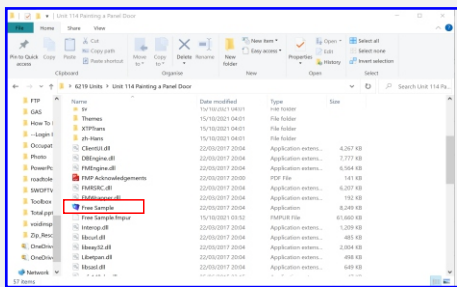




**Go inside the folder, you've just been named and find the blue icon named Free Sample, you need to rename this icon the same as the folder.**
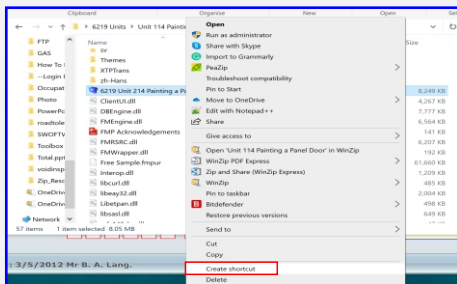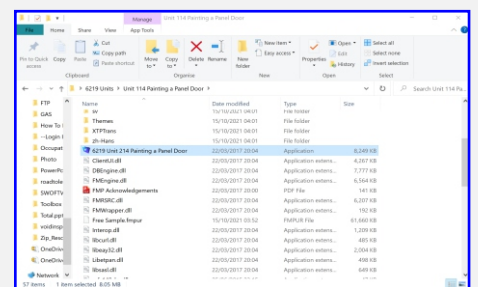




**Right-click on this icon, in the pull-down menu, select, create a shortcut**
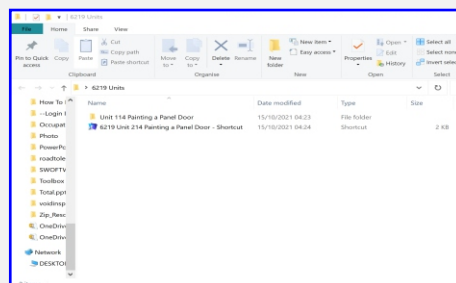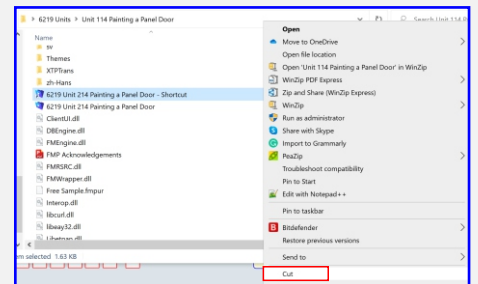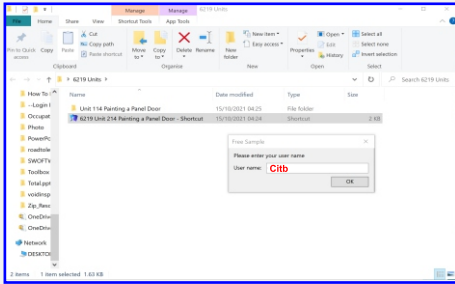




**Right-click on this shortcut icon, in the pull-down menu, select cut, then come out of this folder and paste outside of the folder.**

**By creating a shortcut hopefully you will stop candidates from inadvertently deleting files inside the folder which are needed to run the program.**
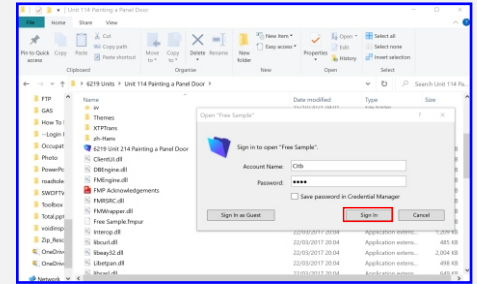
# Logging in the Stand-alone E-portfolio

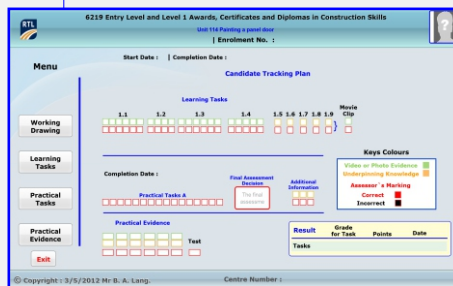# 6219 Unit 214 Painting a Panel Door



To have full access to the E-portfolio, enter your username which is the **C** followed by **I t b** in lowercase then press ok.

The account name and password is the same as the username you have just entered



# Assessment Criteria Folders



The E-portfolio will automatically, open up on the menu area, which also has a candidates tracking plan.

Candidates need to create working folders for the assessment criteria for this unit.

The first folder is named unit 114 Practical evidence, the other folder is named 114 Learning task.

Inside the learning task folder, you need subfolders to cover the learning task plus a folder for the movie clips.
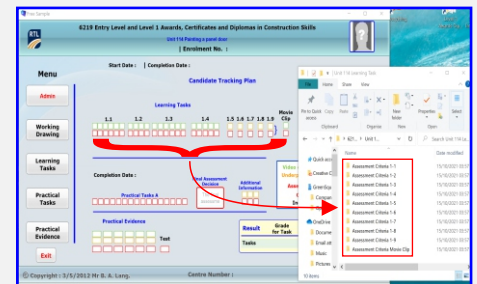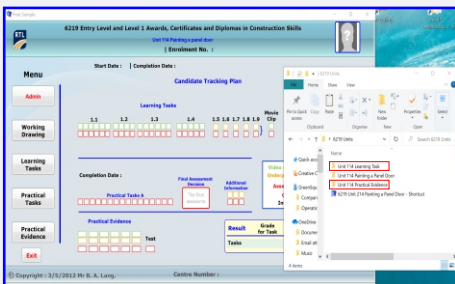




# Level 1 Awards Diploma in Construction Skills (6219) E-portfolios
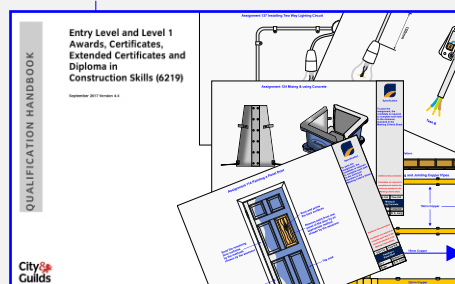


This process will have to be duplicated for each unit if you purchase part or the complete set of Level 1 Awards Diploma in Construction Skills (6219) E-portfolios.

# Loading E-portfolio onto an iPad



**FileMaker Go App**

You need to install FileMaker Go App on your iPad or iPhone.

On your computer, you need to have iTunes which will enable you to load and unload E-portfolios from iPhone or iPad
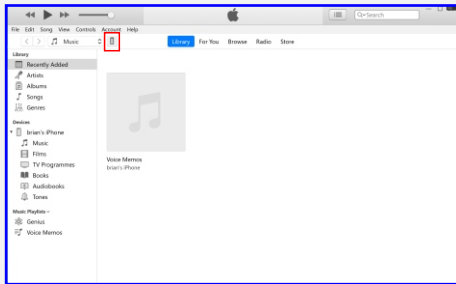


Now you have the appropriate software on both computer, iPhone or iPad you are now ready to link up your device to the computer then launch iTunes.

Once you see the icon inside the red box you are able to continue.

You need to double-click on the icon inside the red box and select the FileMaker Go app by double-clicking.





**Drag & Drop**
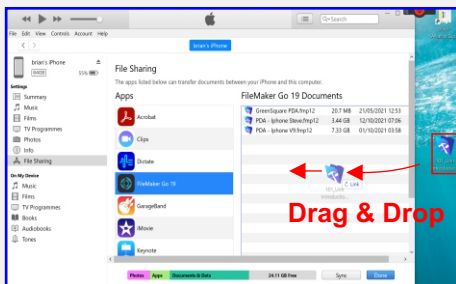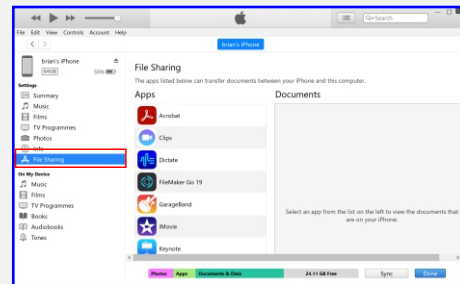
If you have any FileMaker documents, you will see them as a list.

Select the E-portfolio, that you wish to load on your device, this is done by a simple drag and drop then wait for it to upload to your device

To unload any E-portfolio in the FileMaker Go document area simply select the file and drag and drop it back onto your desktop or candidates folder.
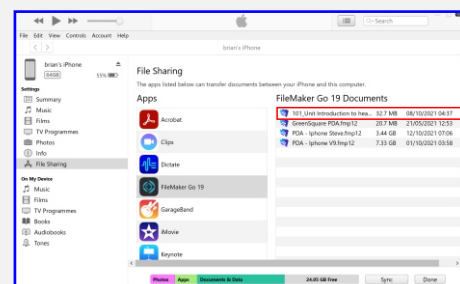
If you have FileMaker 16 pro advance or my latest versions FileMaker 19, simply launch the application go up to file then select on the pull-down menu and select open.
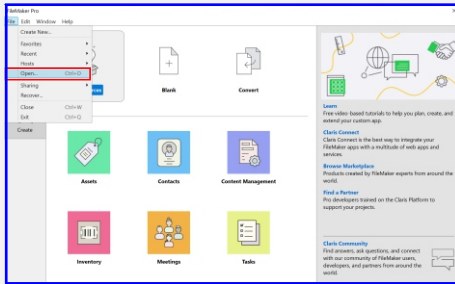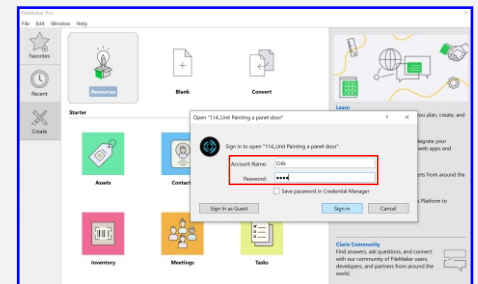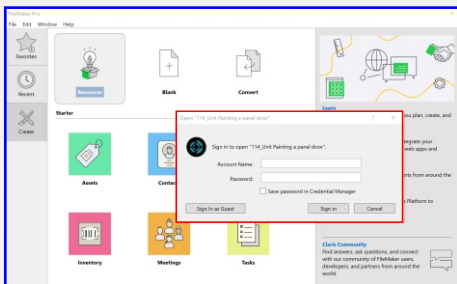


Navigate to the location to open the unit E-portfolio you wish to use
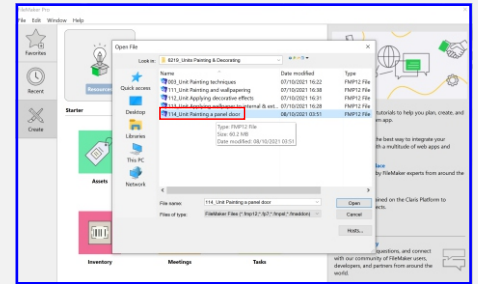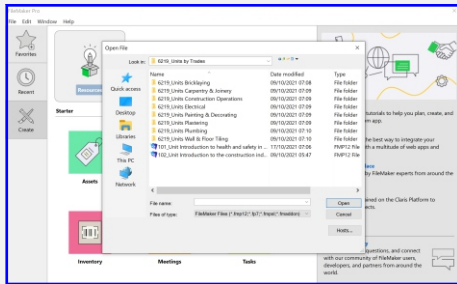




You need to sign in with an account name and password as an assessor to access all areas on the E-portfolio.

The account name and password for full access is a capital **C** followed by **ltb** in lowercase
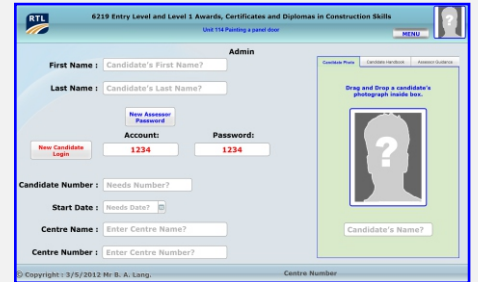




Once you have signed in you will see the main menu display with the candidates tracking plan. Make sure that you have a backup copy of the portfolio before changing any settings.
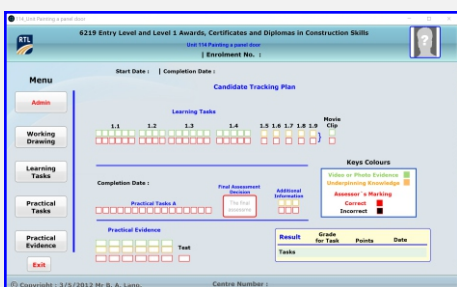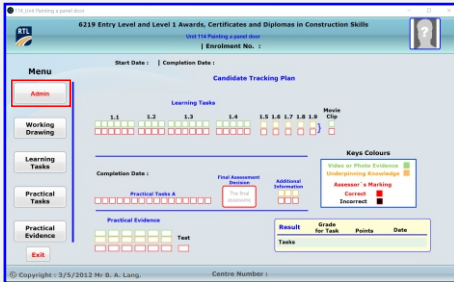
# Admin Area



**Before you can issue any E-portfolio, you need to set up for the candidate, plus the assessor.**

**You need to go into the admin area click on the admin button.**



**The logo container box is highlighted by the red small square on the top left-hand corner.**

**Simply drag-and-drop your logo into this container will accept PNG transparent.**

**The candidate's photograph needs to be inserted into the large red box on the right-hand side highlighted by the question mark.**

**The logo and the candidate's photograph will populate all the areas within the E-portfolio.**

**The next stage is to create a new password for the assessor, simply click on the button name** **New Assessor Password.**
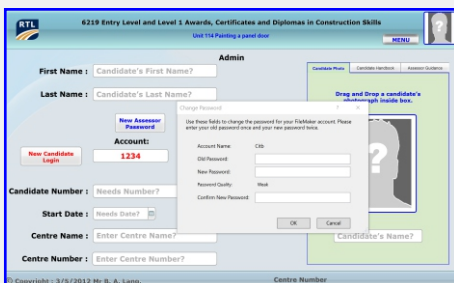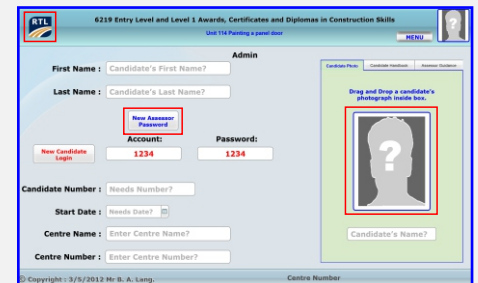




**You will see a rectangle box appear called Change Password, you need to type in the old assessors password, then type in new password and confirm password then click on the** **OK Button.**

**You will need to change a candidates login details they would need an account name and password which is unique to the candidate**
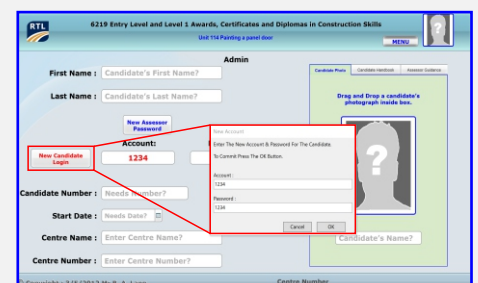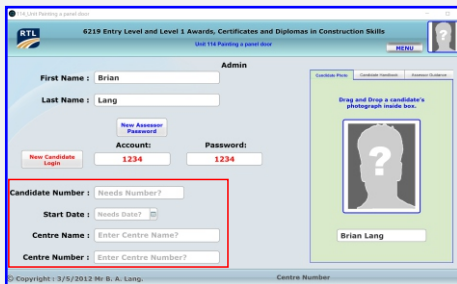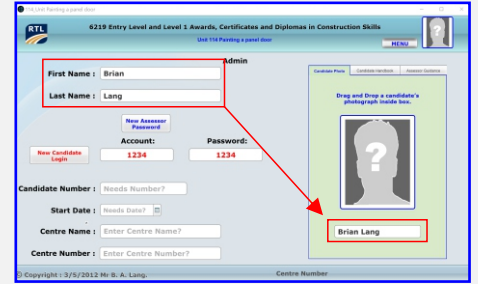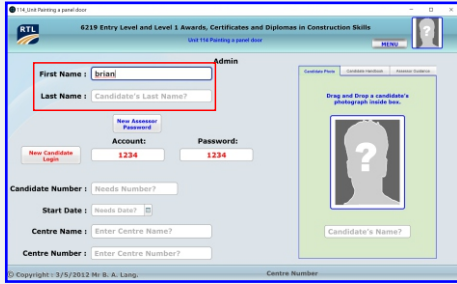
# Admin Area

Your notice some of the containing fields have grey text to indicate the type of information required, this will disappear when the field has been populated.
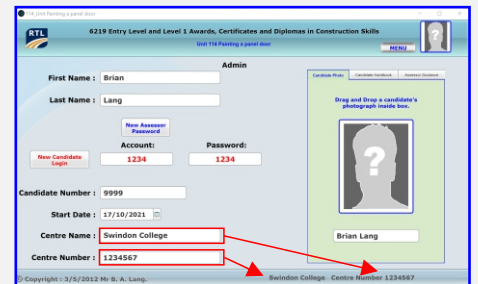
Enter the candidates first and last name.

The candidates **First Name** and **Last Name** will appear underneath their photograph, you also notice each word is capitalise.

You need to enter the **Candidates Number** put **Start Date**, then the **Centre's Name** and **Number**.

You will notice that the **Centre Name** and **Number** will appears on the bottom margin

The large red box area to the right not only contains the candidates photograph and name but there are two extra tabs, one being a candidates handbook and the other the assessment guidelines.

To see these PDFs you need to export the documents to your desktop if you're working from the stand-alone E-portfolio or FileMaker 16 pro advance.
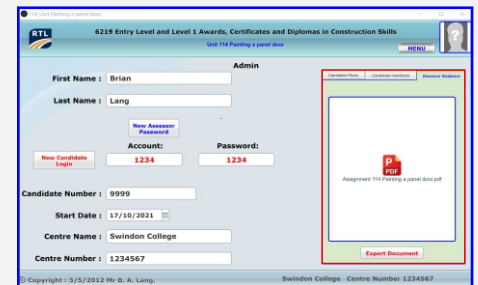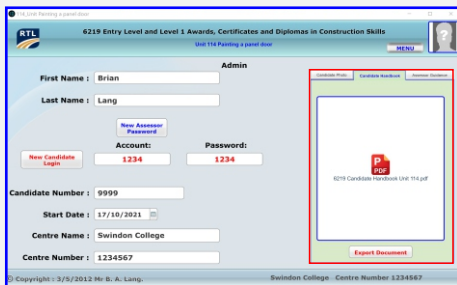
In FileMaker 19 you're able to right click on the container box and insert a PDF file or video which will play automatically when loaded

The candidates handbook sets out the assessment criteria that they need to do to complete this unit, you're able to see the complete document by moving the sidebar up and down.

The assessors guidance sets out the assessment criteria to pass the practical assessment which could be a pass, Merit or a distinction.
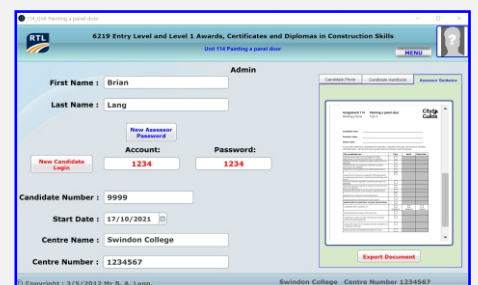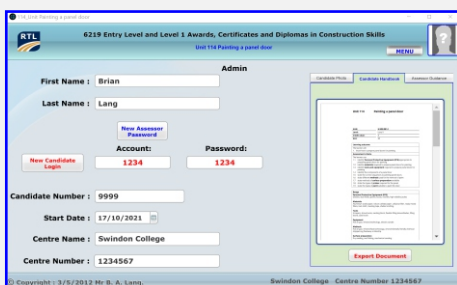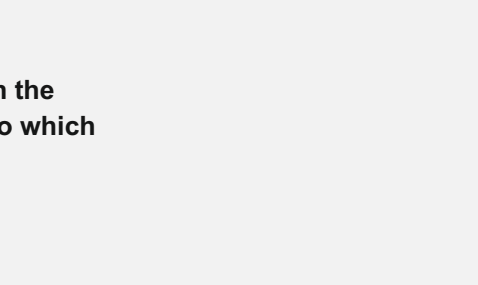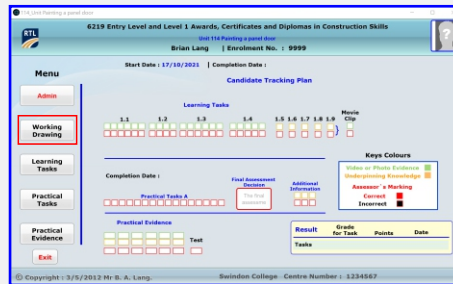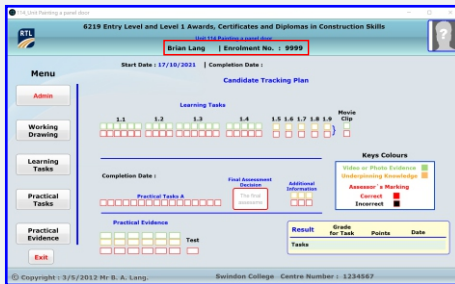
# Working Drawings



Before we start on working drawings your notice on the main menu area you will see the candidate's name plus their enrolment number this will be seen throughout the E portfolio

Just under the admin button, you will see the working drawings button, click on this button to navigate to the working drawings area.

There are three types of files that you can export by selecting the export document button. You have PNG which is viewable for yourself and the candidate, you have the original CorelDRAW file which you can load into CorelDRAW 2021.

If you haven't got CorelDRAW 2021, then you have an IA file that can be loaded into Adobe or any vector-based software program.

## Working Drawings on the Website



https://road-to-learning.com/2021/10/11/6219-working-drawing/
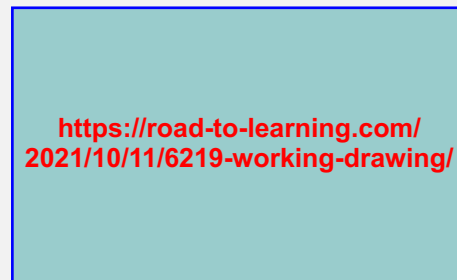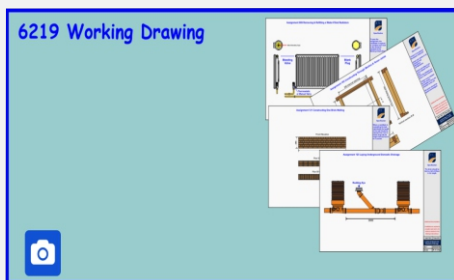
You can see all working drawings for this qualification at

https://road-to-learning.com/2021/10/11/6219-working-drawing/

# Learning Task



When the candidates using their unique account name and password you will notice that the admin button is not visible.

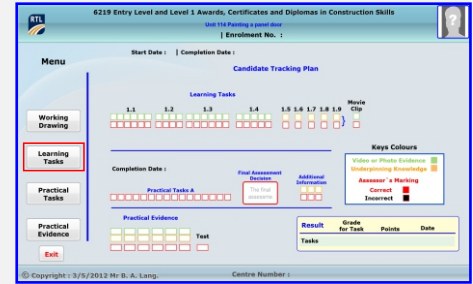The candidate clicks on the **Learning Task Button** to start their underpinning knowledge for this unit.



Depending on the assessment criteria the candidate either State or Identify, in this assessment criteria they must identify different types of PPE.

Candidates can take a photograph of their own PPE or go on the website to acquire the appropriate image for each container box.

Container boxes can be populated by a right-click and inserting an image from their working folder or just simply drag-and-drop into the container box.

# Assessors Marking

The small red rounded squares next to the container field are for the assessor to mark the containing field with a P for Pass, and an X for incorrect.

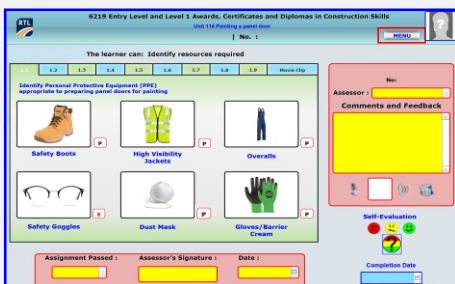To access the pull-down menu, right-click in the centre of the box then select from the pulldown menu.

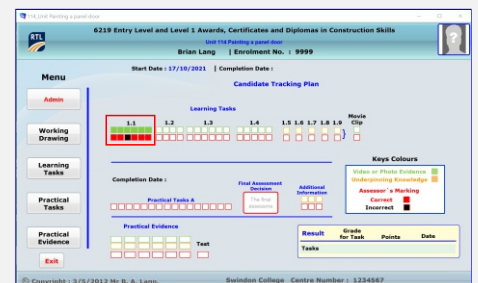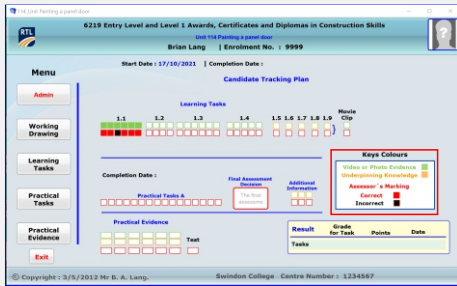Candidates do not have access to this pulldown menu
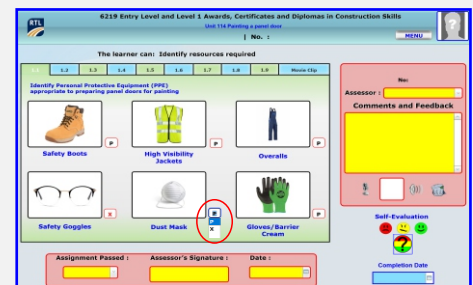


# Candidates Tracking Plan



To see the candidates tracking plan you need to click on the menu button next to the candidates photo

Under the learning task heading, you will see two rows of squares the top row is for the candidate and the bottom row is for the assessor.

# Learning Task



Key Colours on the Candidates Tracking Plan enabled the candidate to see at a glance what needs to be completed.

Green Square is for videos or photographic evidence, the Orange Square is for underpinning knowledge is the container field has text in it.

Red Squares means the assessor is market correct, for incorrect the square will be Black.

# State Assessment Criteria

State Assessment Criteria field requires text to be typed into this box, candidates can use a word processor software with all its functions.

Candidates are required to save the Word document in their working folder under the right assessment criteria for safekeeping, before copying and pasting into this container field.
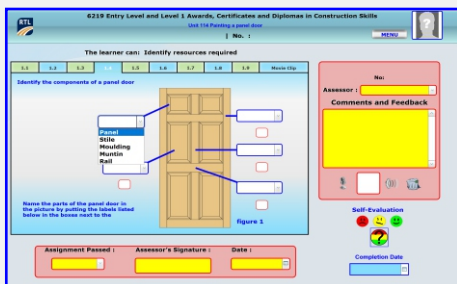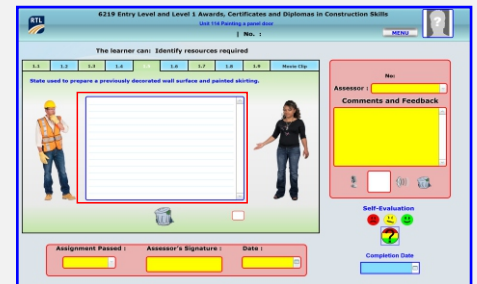




In this assessment criteria the candidate uses a drop-down menu to select components of a door panel.

# Movie Clip

The movie clip area is for the candidate to create a presentation of all the assessment criteria for this unit if they wish.

The presentation can be a PowerPoint presentation, video or any software from Microsoft.

This presentation needs to be placed into the working folder named movie clip, so the assessor can mark then place inside the container box
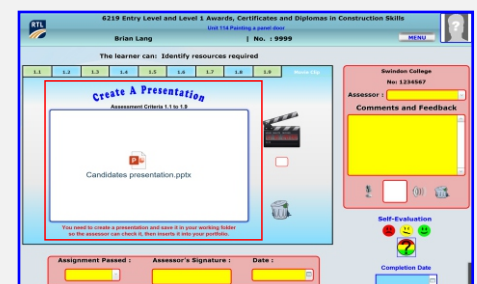
# Self-evaluation



Self-evaluation is done when the candidate has completed all the assessment criteria's for the underpinning knowledge.
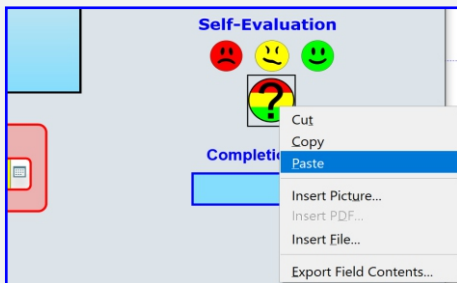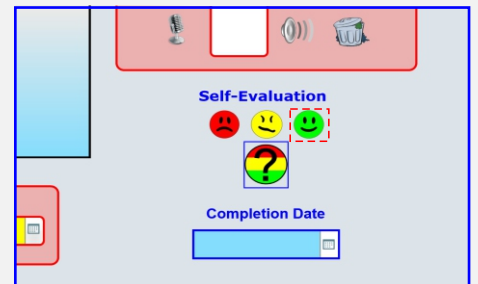
There are three levels of self-evaluation icons.

With your screenshot software select the appropriate self-evaluation icon.

You need to select copy





Right click in the centre of the Question Mark, then a pull-down menu will appear, you need to select paste option.
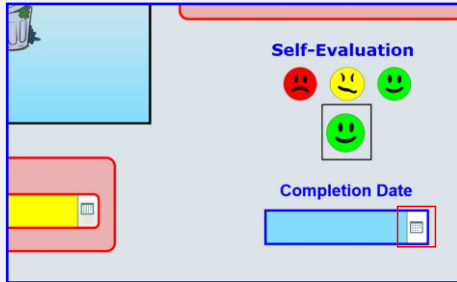
# Create Your Own Self-evaluation

You can create your own self-evaluation icons, this could be a series of icons numbering 1 to 10 for example.

You can create a candidates self-evaluation icons folder, where you can place a selection of self-evaluation icons, then candidates can then Drag and Drop into the container field
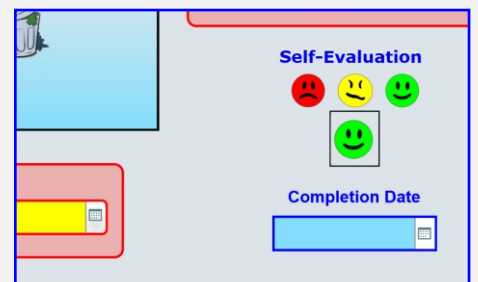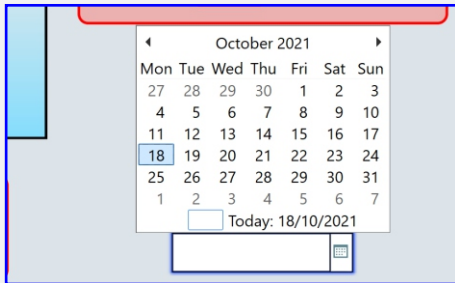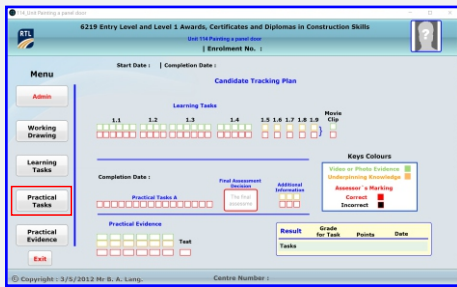
**Once the candidate has completed all the assessment criteria and completed the self-evaluation the next step is to put in the completion date.**

**This is highlighted with a red box**



**Click on the calendar icon and a pop-up calendar will appear, then simply select a date of completion**

# Practical Tasks



Once a candidate has completed all the learning tasks, the assessor needs to ask the candidate if they are ready to do the practical assessment if so click on the practical tasks button and the assessor explains the practical assessment criteria to the candidate.
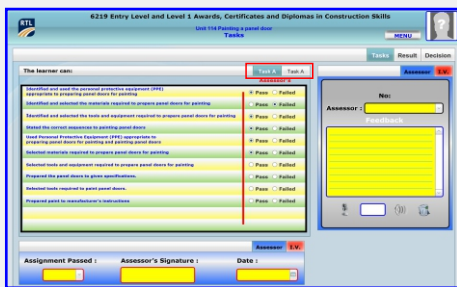


Depending upon the assessment criteria there could be one or more task tab buttons.

During the practical observation by the assessor, will mark each activity with either a pass or failure using the radio buttons.
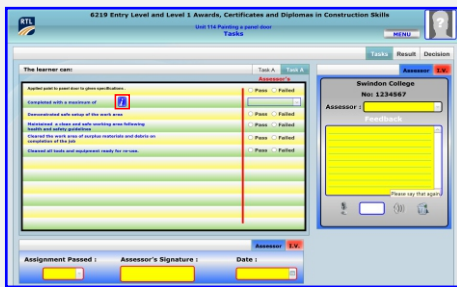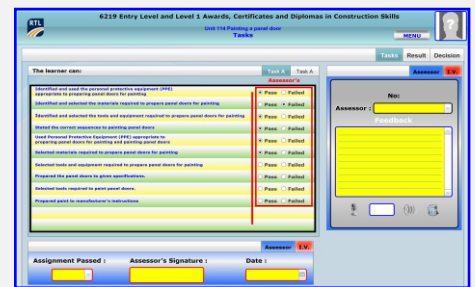




On some of the assessment criteria, you will see a blue information button, click on this button and a pop-up menu will display the Grading Criteria for additional information.
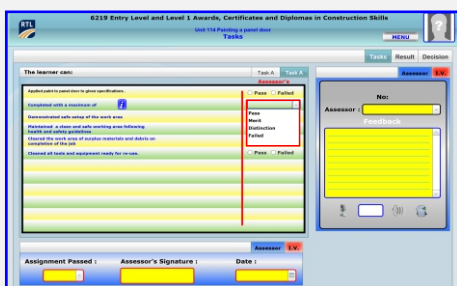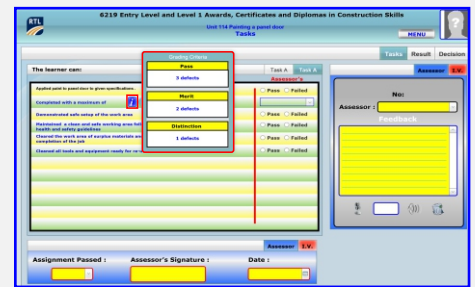




You will notice on this Assessment Criterion instead of a pass or failure, you'll see a pull-down menu which you will need to select a Pass, Merit, Distinction or Failed.

In the result area, you have several fields to complete for the practical assessment marking for this unit.

In some of the fields, you have a pulldown menu where you need to select the appropriate grade.



The assessor needs to show the candidate their grades and points for this unit.

When you go back to the main menu area you will see on the candidate's tracking system under the practical tasks a, you will see a series of boxes marked in red for correct and 2 marked in black indicate incorrectly.





You will also notice the light yellow box to your right is populated with the grade, points and date of the assessment being completed.

# Candidates Test



There are three tabs areas to the right, the first one being the candidate's test, this is where you put the verbal questions during the practical assessment.

This can be a photograph of the verbal questions on paper with the candidate and assessors signature.

You also need to use the drop-down calendar to place the date inside the container field, the dustbin icon is used to remove the content within the container field.

# Assessors & I.V. Tab Buttons
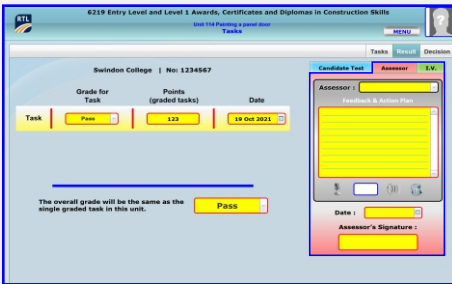


The assessor and IV tabs have the same layout, with several boxes which are needed to complete the assessment process and the practical activity.

In both tab areas, you need to place the assessor's or IVs name in the text field.
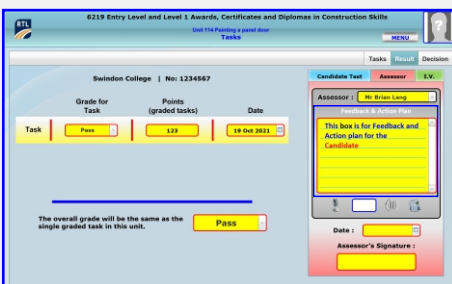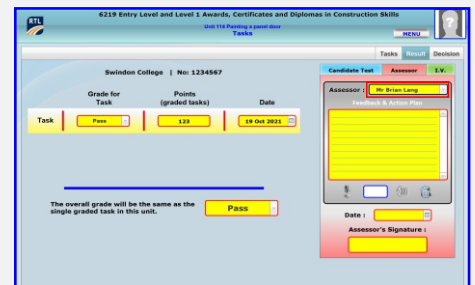




Feedback and action plan is a text field, which can be done in a word processor using all its functions like highlighting text with different colours and sizes, then copying and pasting into this text field
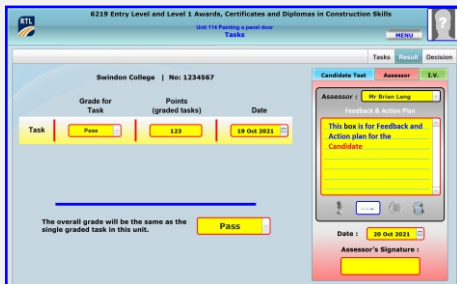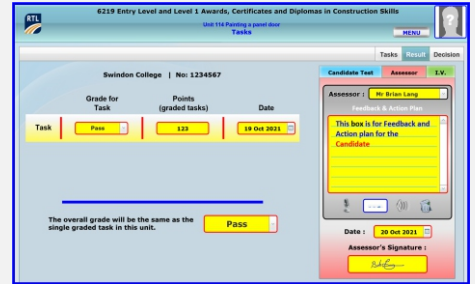
# Assessors & I.V. Tab Buttons
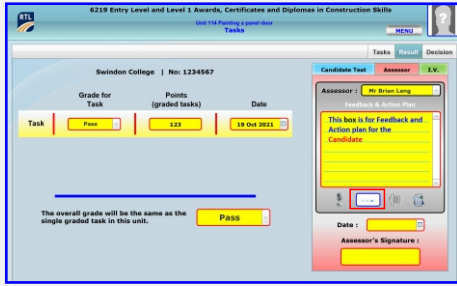


You can give audio feedback, by dragging them dropping at audio file into this containing field.

The audio file can be played when you right-click inside the box and a pulldown menu will appear then select play.
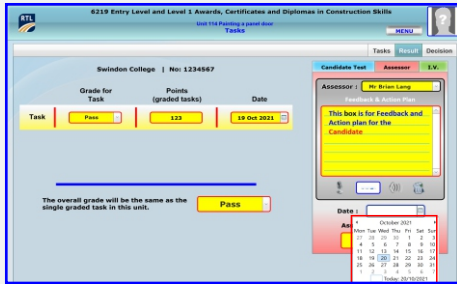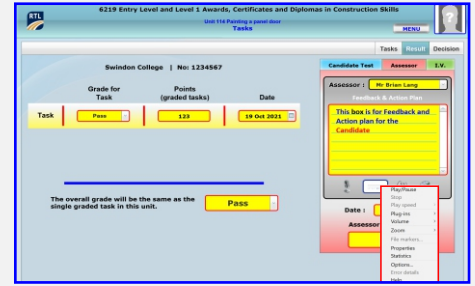




Date can be inserted by clicking on their calendar icon and selecting a date.





The signature container box will accept PNG transparent images, simply put their signature onto paper then and take a photograph.

Candidates and assessors signatures need to be placed inside a folder for future use.

Once you have saved your signature image in a folder, simply drag and drop it into the signature container box.
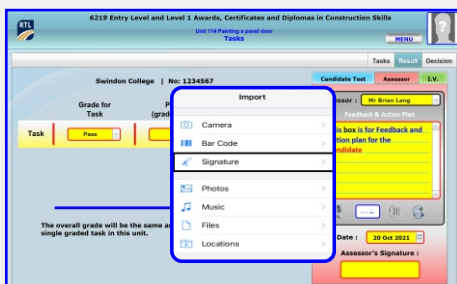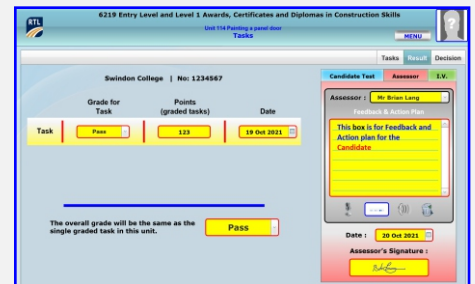




Alternative method if you have an iPad or iPhone, right-click in the centre of the container box and an import menu will display you need to select the signature.

# Assessors Decision



Assessment decision needs to be signed off by the assessor and the candidate to authenticate all the underpinning knowledge photographs and signatures inside the E-portfolio.

Click on the light blue information button to see a sample of a final assessment decision.
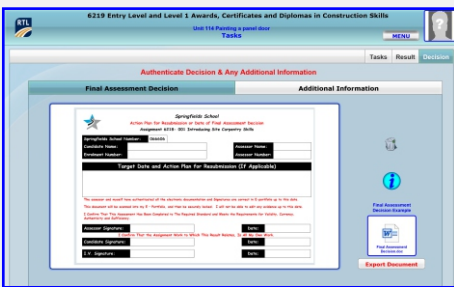




Fill out the final assessment decision by the candidate and the assessor with signatures and date, you need to save this in a folder so you're able to drag and drop it into this container field.

There is a copy of the final assessment decision in a word document simply click on the export document button and save it on to your desktop.

This will enable you to personalise it with your logo and make the appropriate changes if you wish.
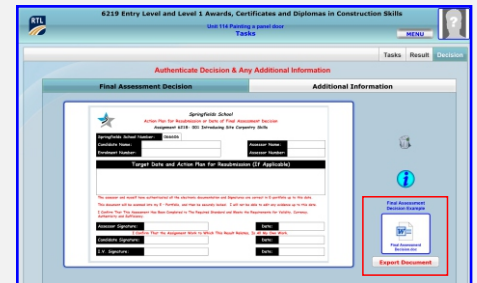


# Additional Information
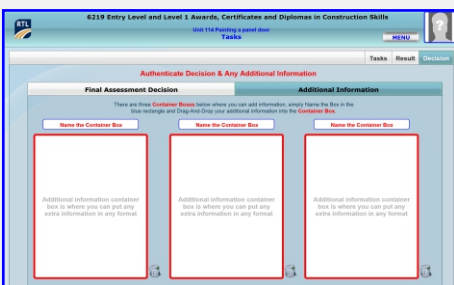


The additional information has three container boxes with text fields above them, enabling you to name the container box and import any software from Microsoft office.
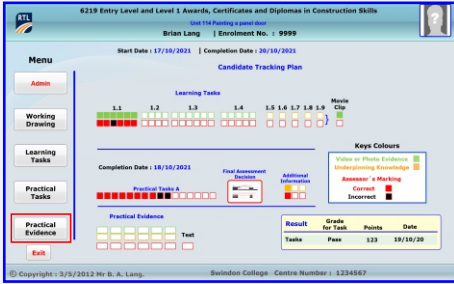
This is useful if the E-portfolio doesn't cover any additional information that you wish to include in their E-portfolio.

When you go back to the main menu area, you will see that the final assessment decision and additional information is on the candidates tracking plan.
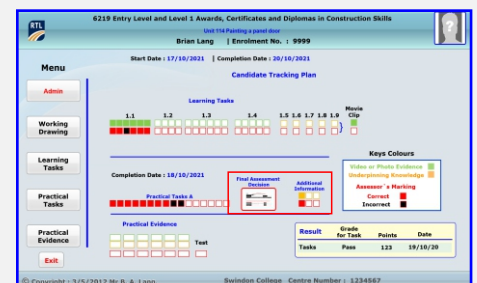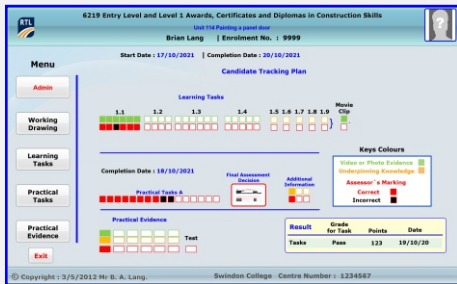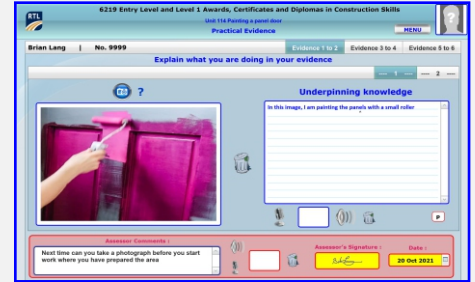
# Practical Evidence



You need to click on the button which is inside the red square to go to the practical evidence area.

The practical evidence area has 6 areas for photographs, videos with underpinning knowledge.
Assessors have an area for feedback by text or by audio and container boxes for signature and date of marking.

We have covered all the different types of fields and how to populate them.

The Practical evidence area is for the candidate or the assessor to take a series of photographs or videos enabling the candidate to reinforce his underpinning knowledge by doing a small write-up about the image or doing an audio file.





When the candidate or the assessor goes back to the main menu, once again you can see that additional rectangle boxes under the practical evidence has been populated

# FileMaker Softwear



The E-portfolio was designed in FileMaker Pro advance 16 software and converted into a stand-alone version using the tools drop-down menu and clicking on developer utilities.
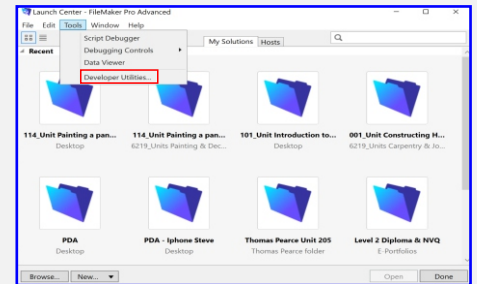


Having the original FileMaker software you're able to do modifications to the E-portfolio or use a framework to create a different qualification E-portfolio.

To edit the layout or database itself you need to press simultaneously the control and alt key and S, which will display a top menu bar where you can navigate inside the database.
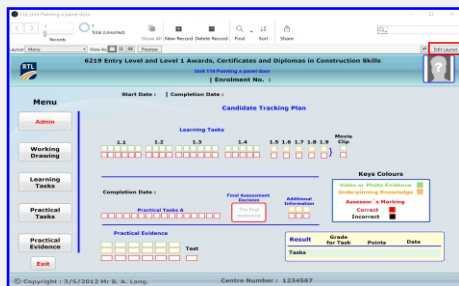
Hopefully, we have covered all the functions within the E-portfolio, just remember to keep the master copy of the E-portfolio so if you do make a mistake you can always go back to the original master file.

There are underpinning knowledge for this qualification at the road to learning website, thank you for taking the time to go through this video to help you or your candidates navigate through the E-portfolio.

If you have any questions or comments please go to the above website.