Institute of Biomedical Science

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REGISTRATION TRAINING PORTFOLIO V5.0

Frequently Asked Questions

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ABOUT THIS VERSION

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Overview of Training

What pieces of evidence are required in the Registration Training Portfolio?

The portfolio is split into 2 sections that contain 5 modules each. Each module contains 3 pieces of evidence, giving 30 pieces of evidence in total across the portfolio.

Each module contains one piece of mandatory evidence as described in the **Module Descriptors Guidance**. This piece of evidence must be completed as the type described to meet the indicated HCPC Standards of Proficiency.

The remaining 2 pieces of evidence per module are a free choice to be agreed by the candidate and trainer but must adequately demonstrate the remaining HCPC Standards of Proficiency mapped to each module. Producing a variety of evidence types across the modules demonstrates good practice and examples of evidence types that could be used across the portfolio can be found in the **Module Descriptors Guidance**.

Who can complete the IBMS Registration Training Portfolio?

There is no restriction on who can complete the portfolio, provided the candidate is able to complete a structured training programme in an IBMS approved training laboratory and either has an IBMS accredited degree, are a student on an IBMS accredited degree, or has completed a non- accredited degree who are seeking to undertake supplementary education ("top-up") to gain equivalence to an accredited degree.

Students from non-IBMS-accredited BSc degree programmes should not be offered the opportunity to complete the IBMS Registration Training Portfolio. If the are registered on a non-IBMS-accredited degree, they will not be issued a portfolio from the Education team.

Does the candidate need to be in a trainee position?

The IBMS Registration Training Portfolio provides the framework for education and professional training by which those seeking to become registered biomedical scientists can demonstrate their fitness to practise. This is achieved by evidencing that all the HCPC standards of proficiency for biomedical scientists have been met. The term "candidate" is used to refer to the individuals undertaking the pre-registration training required to successfully complete the portfolio. The candidate does not need to be in a funded trainee biomedical scientist post but must have a structured training plan and the time and ability to complete the training required to produce evidence to demonstrate they meet all the HCPC Standards of Proficiency.

Can someone who has completed a non-accredited degree and is employed as support staff can complete the portfolio?

Yes, provided they follow a structured training plan in an IBMS approved training laboratory that enables them to meet the HCPC standards of proficiency required for registration as a biomedical scientist. In this case, the employee would need to submit their completed qualifications for an IBMS degree assessment to identify areas of supplementary education they will be required to undertake to reach equivalence to an IBMS accredited BSc programme.

The IBMS registration training portfolio evidence is only valid for a period of 3 years prior to verification, so it would be useful to identify what supplementary education ("top-up" modules) are required and how long this is likely to take to complete the necessary modules prior to applying for a registration training portfolio.

Can training take place in special reference laboratories?

Candidates can train in any biomedical science service laboratory that holds IBMS training approval if they can still evidence knowledge and practical competences relevant to all HCPC standards of proficiency for biomedical scientists. If candidates need to be seconded to another laboratory for

particular aspects of their training, formal arrangements must be in place and detailed in their training plan.

International applicants for registration are told by the HCPC to obtain three months' experience in a laboratory – how can they complete the portfolio?

If employees have gained entry to the HCPC register as a biomedical scientist via the international route, the HCPC have reviewed their qualifications and laboratory experience prior to their registration. These employees do not need to complete the IBMS Registration Training Portfolio as they are already HCPC registrants.

If the international colleagues are requesting laboratory experience in order to become a registrant, you may wish to use part of your normal training plan for the IBMS Registration Training Portfolio to structure this 3 month training period. This adapted training plan will contain elements of appropriate laboratory training and experience that can be delivered during the 3 month time period. The three-month period is set by the HCPC and regarded as a minimum requirement.

Can laboratories without trainees keep their training status?

Yes. A laboratory is approved based on its ability to provide the necessary training for the IBMS Registration Training Portfolio. This approval is granted for a fixed five- year period, during which there is no requirement for a minimum or maximum number of Registration Training Portfolios to be completed or undertaken.

It is, however, recommended that each IBMS approved training laboratory contains active training officers and verifiers to maintain current good practice. It is the responsibility of the individual laboratory to communicate any changes in training or staff to the IBMS by completing a Laboratory Contacts Update Form and emailing it to educationsupport@ibms.org

I have started the previous version of the Registration Training Portfolio (Version 4.3). What do I do?

Following the release of the new Registration Training Portfolio Version 5.0 from 1st September 2023, the previous version (Version 4.3) will have a 3 year shelf life. If you are unable to complete your Registration Training Portfolio by this time (end of August 2026) you will need to purchase the new portfolio (Version 5.0).

All portfolios issued after 1st September 2023 will be the Version 5.0 digital portfolio hosted on OneFile.

Can the portfolio be completed in more than one laboratory? I have moved jobs halfway through my portfolio.

A candidate can transfer to another IBMS approved training laboratory while completing the Registration Training Portfolio. However, the laboratory which applies for the verification is responsible for ensuring that the candidate has achieved all the standards of proficiency and has completed the required evidence to the appropriate standard. The laboratory may wish to request that certain pieces of evidence are re-done and countersign any relevant sections of the portfolio already completed prior to submission of the portfolio for verification.

How long do I have to complete the Registration Training Portfolio Version 5.0?

There is currently no time limit for completing Version 5.0. If you require longer than 3 years, your evidence is expected to be updated or produced within three years of the verification date.

How long do you expect completion of the Registration Training Portfolio to take?

It is expected that the Registration Training Portfolio will normally take the equivalent of 9-12 months to complete, depending on the experience of the candidate and whether they are completing it as part of sandwich placement, an integrated degree or while employed in a support grade, rather than a full-time trainee or associate practitioner position.

Can the portfolio be transferred to another candidate?
No, the portfolio is not transferable to another candidate.

Who signs off the competencies?
The internal training officer/facilitator/coordinator is responsible for ensuring that training is structured and provided in accordance with departmental training policies and training plan, and at an appropriate level.

Other colleagues may sign off certain pieces of evidence if appropriate, including the sample reception manager, training manager, or other biomedical scientists and clinical scientists in the laboratory who have mentored the candidate to complete a piece of evidence. The named training officer should be satisfied that any delegated training responsibility is carried out properly and in accordance with safe, effective practice and to the level expected of a threshold level biomedical scientist.

The training officer will complete the final sign-off of the portfolio of evidence on OneFile prior to the request for verification.

About Evidence

Is it only the training officer who can sign off evidence in the portfolio?
No, it should be the most appropriate person. The training officer is responsible for ensuring that whoever is carrying out the training fully understands the level and requirements expected from that trainee. When the OneFile portfolio is applied for, a list of 'key' of signatories should be included for any colleagues who will be signing off pieces of Evidence. This means that the verifier can check that the most appropriate person has conducted the training and signed the trainee off.

The final sign-off to confirm that the portfolio of evidence on OneFile is complete will be the named training officer in the original application for the Registration Training Portfolio. If this person changes during the portfolio completion, you will need to notify the Education Team using the registration@ibms.org inbox.

My candidate insists on preparing multiple examples of evidence. What shall I do?
The candidate is required to fulfil the Evidence of Achievement requirements (a maximum of three pieces of evidence per module), and their attention should be drawn to this.

As the registered professional and trainer, you should advise the candidate to select the best example of evidence to meet several competencies or standards of proficiency. Use negotiation skills to come to an agreed way forward for each of the 30 pieces of evidence to be included in the portfolio. It is important that the candidate has ownership of the evidence they produce, but equally they should understand what form that evidence should take, and why.

OneFile has been set up to only accept three pieces of evidence (mapped to the necessary HCPC SoPs) per module, including the mandatory piece of evidence plus two candidate choices. Additional pieces of evidence cannot be submitted for verification.

As each piece of evidence should map to defined HCPC SoPs, how big should a single piece of evidence be?
Both the candidate and trainer should be thinking 'quality rather than quantity'. Each piece of evidence should be valuable and relevant to the HCPC SoPs it is mapped to but also concise. It is an important skill as a scientist to be able to explain complex information in a clear and concise manner to a variety of audiences. All candidates will have completed a BSc degree programme and should be proficient in creating a variety of materials for assessment including posters, presentations, case studies, data analysis and scientific pieces of writing.

Long written pieces of evidence do not necessarily show good knowledge and understanding, just the candidate's ability to find information and format it into a single written piece of evidence. For any single written piece of evidence that is included, it is recommended that a maximum word count of 1500-2000 words should be used (excluding the reference list, or hyperlinks may be used for the references within the text). This will ensure that the candidate focusses on the main points they wish to communicate. The candidate will also be able to practice their ability to "filter out" the important information they wish to include in the final version of their written piece of evidence as they work through and reduce the word count in drafts with their trainer.

Examples of evidence types per module of the Registration Training Portfolio are given in the **Module Descriptors Guidance**.

For Section 2 Module 5 (Research and Development) the candidate should not include their research project from the final year of their degree programme in its entirety as the mandatory piece of evidence. They should include a short, written report on a workplace-based activity or project (or summarise their final year university research project) to include statistical analysis, data interpretation and evaluation of the study design.

Should the candidate include essay style evidence?

Rather than including long written pieces of work as evidence, the candidate should focus on pieces of evidence that are clearly linked to their own experience and practice. Short reviews or executive summaries of information they have read or the use of diagrams or flow charts of work they have completed could be good examples of evidence. Alternatively, a reflection on what they learned from a presentation or training course they have attended and how they will apply this to their practice is better than including just the slides or certificate of attendance as evidence. The candidate should reflect on how they will incorporate what they have learned into their practice and / or use the activity summarised in the piece of evidence to address a gap in their skills or knowledge to enhance their laboratory-based practice.

If a piece of evidence is included that includes published material (scientific information from journal articles or textbooks, images or information from laboratory SOPs, manufacturer instructions or diagrams) that is not the candidate's, the sources should be clearly referenced using in text citations and a reference list at the end of the piece of work.

Pieces of evidence that include original photographs, data or images that are annotated, structured questions and answers, or case studies are not subject to the 1500-2000 word count, but should again be clear, concise and demonstrate the appropriate HCPC standards of proficiency.

Should the candidate include witness statements as evidence?

Witness statements are not good examples of evidence. The 30 pieces of evidence should be selected by the candidate as the best evidence to show how they have demonstrated they meet the HCPC standards of proficiency. A witness statement that simply states someone else has watched the candidate complete the task is not a good piece of evidence.

A better piece of evidence would be a summary of a discussion with the person who observed the task being completed including feedback on what the candidate did well, some reflection on how they might improve next time and consideration of the following questions as prompts:

- What learning or competency development did the candidate undertake?
- What did the candidate learn or achieve through this activity?
- How has the candidate applied or will they apply this learning to their day-to-day practice?
- How could this developmental task change the candidate's practice to benefit the training laboratory or service user?

Is reflection required anywhere in the portfolio?

Yes, the expectation is that, as biomedical scientists, the candidates will reflect on their skill development, competencies and future improvements in all their pieces of evidence. There should be evidence of reflection in the justification used for each piece of evidence throughout the portfolio, i.e. why the piece of evidence was chosen and how it clearly demonstrates the HCPC SoPs it has been mapped to.

Self-reflection is a skill that candidates should master early in their career.

Section 1 Module 5 (Professional Relationships) Mandatory Evidence 1 is a reflective statement that describes how the candidate's engagement with service users and colleagues has positively contributed to their professional development and maps to HCPC SoPs 8.1, 8.12 and 8.13. Opportunities for candidates to demonstrate self-reflection might include a single reflection on going on a ward round, maybe working with point of care testing and talking about what they learned and how this contributed to their development, or it could be a reflective statement that talks about multiple examples of how the candidate's interactions with service users have improved their development. The candidate could include answering patient queries and clinicians queries and reflect on how this has improved their communication. Speaking to clinicians using biomedical terminology but also being able to talk to patients (where applicable, e.g. instructions on collecting urine samples) show the candidate's ability to communicate with different people and use different language to communicate most effectively.

The candidate can discuss how service users adding on tests and querying sample requirements has improved their awareness of the tests the lab does, what tests are done by other departments, what specimen requirements are for tests they don't do very often (this could be a reflection on a mixture of specific and general tests). Finally, the candidate might have had to give results which helped their awareness of reference ranges or might have queried results with clinicians or discussed staining. All these activities involve interactions with service users outside of pathology and all contribute to the candidate's professional development.

About Verification

Should the portfolio be shared with the external verifier before the laboratory visit?

Yes, the verifier will be added to the candidate's digital portfolio hosted on OneFile once they have been assigned by the Education Team.

The verifier and Training Officer will correspond by email to agree if the portfolio verification will take place as a fully face to face visit, a hybrid verification, or completely online verification.

For a completely face to face verification, the verifier will require access to a laptop or PC at the training laboratory venue that has Wi-Fi or internet connection to access the candidate's completed Registration Training Portfolio on OneFile on the agreed date of the verification visit. They will review the digital portfolio, then complete the laboratory tour in person in the training laboratory with the candidate. The verifier feedback to the candidate and Training Officer will also be given face to face, including the outcome of the verification before the verifier leaves.

For a hybrid verification, the verifier will be given access to the candidate's completed Registration Training Portfolio and review the pieces of evidence using OneFile in advance of the agreed verification date. The verifier will then visit the training laboratory to complete the laboratory tour in person with the candidate on the agreed date. The feedback to the candidate and Training Officer will also be given face to face, including the outcome of the verification before the verifier leaves.

For a completely virtual or online verification, the verifier will be given access to the candidate's completed Registration Training Portfolio and review the pieces of evidence using OneFile in advance of the agreed verification date. They will then complete the laboratory tour with the candidate online using Teams or Zoom. The feedback to the candidate and Training Officer will also be given through online meetings, including the outcome of the verification before the end of the meeting.

Are there any changes to the verification questions following the implementation of the Version 5.0 Registration Training Portfolio?

The initial verification questions remain in place to encourage candidates to describe what they know about the support in place for them and who to raise issues with. How candidates have learnt with and from other professionals is also included, as this forms an important part of the HCPC standards of education and training. The verifier's report form contains prompts for these questions so verifiers should work from this to break the ice at the start of the verification process.

The mandatory pieces of evidence in the Version 5.0 Registration Training Portfolio have now been expanded so that one mandatory piece of evidence is included in each module. The verifiers will be asked to ensure that these mandatory pieces of evidence have been completed in accordance with the description and map to the expected HCPC standards of proficiency.

The verifier will also look at the portfolio holistically and review the range of evidence and variety of evidence types provided across all modules. They will ensure that the 30 pieces of evidence presented in the portfolio map to all HCPC standards of proficiency for biomedical scientists.

There may be different types of evidence. How does the verifier know which are acceptable?

This involves applying professional judgement. Each piece of evidence must be relevant to the HCPC standard of proficiency it is mapped to and authentic, showing that the trainee has met the standards in question. The rationale for the inclusion of each piece of evidence is supported by the justification for choosing the evidence presented.

The mandatory piece of evidence for each module is clearly explained in the **Module Descriptors Guidance** document. We do not wish to stifle innovation, so we do not stipulate evidence types for evidence 2 and 3 for each module of the Registration Training Portfolio and the generic nature of the HCPC standards of proficiency permits different types of evidence to be acceptable.

How can one be sure about the validity of the evidence?

Evidence is produced as part of the training process so a qualified individual will have had responsibility for assessing the piece of evidence prior to its inclusion in the portfolio. The candidate must sign and date the work and has completed a plagiarism statement that states all work included is their own.

There should be evidence of marking and constructive feedback from the trainer that underpins iterative improvements in each piece of evidence.

Finally, the training officer/university tutor will have signed off the evidence and confirmed that the HCPC standard of proficiency have been demonstrated, as part of their professional responsibilities.

Who will assess the verifiers?

The reports submitted by the external verifiers follow a standard format. They are initially reviewed by staff in the IBMS Education Team, who will return any incomplete reports to the verifier. In cases where there is an issue, further investigations will be undertaken, with the reports containing serious issues being elevated to the Education Manager and Executive Head of Education as required.

Sample verifier reports are submitted to the IBMS External Examiner as part of our annual quality assurance process.

All verifiers are required to undertake regular refresher training (every 2 years) and remain active (completing at least 2 verifications per year) to remain in the IBMS verifier pool.

Are verifiers responsible for removing training approval from the laboratories they visit if they are concerned about the training ethos there?

No, it is not the responsibility of the verifier to decide whether that laboratory retains IBMS training approval. They will, however, form an opinion of the quality of the training and support for candidates during their verification. Part of the verifier's role is to feed back their opinion on the candidate's training experience and make recommendation and constructive comments on how the training could be improved. They should also acknowledge and celebrate good practice in the training they have observed, as appropriate.

The IBMS Education Team review all verifier reports and follow up any areas of concern. Serious issues are then passed on to the Education Manager and Executive Head of Education to discuss with the verifier and training laboratory before any action is taken. Where serious issues have been raised and are confirmed, an action plan and time frame to address the issues will be agreed with the training laboratory. A note will be made regarding the laboratory training approval for the laboratory affected until issues have been satisfactorily resolved.

If the issues are not resolved and remain a serious concern, the laboratory training approval status of the laboratory can be suspended by the Executive Head of Education until a resolution is found. These decisions are not common and are not taken lightly.

What do I do if I feel uncomfortable in raising concerns via the verifier report documentation?

Minor concerns can be raised primarily within the scope of the documentation and in discussion with the Training Officer, but more serious concerns should be raised directly with the Education Team by contacting registration@ibms.org.

Can verifiers clarify that all HCPC standards of proficiency have been met via the portfolio evidence and the laboratory tour?

If the verifier feels that some of the HCPC standards of proficiency have not been adequately demonstrated in the 30 pieces of evidence in the submitted Registration Training Portfolio, it may be possible for the verifier to ask targeted questions to obtain further information during the laboratory tour. The duration of the tour allows the verifier adequate time to ensure the candidate does meet the threshold standards to become registered as a biomedical scientist.

If the verifier does not feel that after reviewing the portfolio evidence and conducting the laboratory tour that the candidate has met the threshold standards, they may advise that some pieces of evidence are updated and resubmitted for them to review. Once they are satisfied that all standards of proficiency have been met, the verifier will be able to confirm that the candidate has passed their verification.

If there are several areas of concern and / or the verifier feels that the portfolio evidence has serious deficiencies that do not demonstrate the candidate has met all HCPC standards of proficiency, they may choose to postpone the verification visit. In this case, a new verification date will be agreed with the Training Officer and candidate that will give the candidate adequate time to update and replace their pieces of evidence to an appropriate standard and the verifier adequate time to complete a second review of the portfolio evidence prior to the postponed verification.

How can verifiers access training courses?

The IBMS facilitate regular online Training for Trainers sessions, providing updates for large numbers of verifiers, as well as recruiting new verifiers. We always encourage experienced verifiers to attend refresher sessions regularly (at least every 2 years) to retain current training and knowledge.

Integrated degree programmes (BSc Applied Biomedical Science programmes or Level 6 degree apprenticeships) have devolved responsibility to train their own verifier pool. These university-led Training for Trainers events are aligned to the IBMS events but also include local information on how the degree programme is delivered and how verifications are organised.

Why doesn't the IBMS put verifiers in contact with training officers?

We do! The IBMS Education Team send out weekly emails to the verifier pool to ask them to come forwards to undertake a verification.

Once a verifier has been identified, the Education Team put the verifier and Training Officer in touch with each other to arrange the verification date and visit details. The email will be sent from the registration@ibms.org email address, so please look out for these emails so that the verification can be organised quickly and easily.

Please ensure that the information the IBMS holds about you and your training laboratory is current and accurate, and that you inform the Education Team of any changes in the Training Officer information.

Can I be a verifier for someone in my Trust?

People often ask about verifying within the same trust or site. It is generally easier for us to say not the same trust or site to avoid potential conflicts of interest, as we do not know the relationships involved. However, if you can explain that you are part of a large trust with multiple sites and have no direct connection to the candidate, it might be acceptable, but we need to ensure there is no conflict of interest to maintain independent assessment standards.

Do people submitting V4 need to show that the new HCPC SoPs have been met?

For version 4 portfolios, candidates will be asked questions about the new standards of proficiency during the lab tour to bridge the gap between the old and new standards. The version 4 portfolio is mapped to the HCPC standards of proficiency (SoPs) from 2014, so the evidence does not need to be expanded to cover the additional SoPs from 2022. The Education Team will send out a list of questions that will be asked during the lab tour to the training officer and verifier when the verifier is assigned. The training officer should let the candidate know what the question themes will be, and the candidate should be prepared to answer questions on how they demonstrate the new HCPC SoPs in their practice.

The verifier will ask questions on the new and expanded HCPC SoPs during the lab tour and will include this in their verifier report. The version 4 portfolio is valid until 31st August 2026 (3 years after the new HCPC SoPs came into effect and the version 5 portfolio was launched).

As a verifier for V5, do you need to ask for a local training plan if they have used the IBMS one on OneFile?

OneFile has been set up with default training plans. Where these have been used, there is no need to see a local training plan during verification. The evidence that you view is scrutinised against the assessments in this plan.

My trainee is being shared by different departments. How does that work for signing evidence and the verification lab tour?

Each department should have trainers added to the candidate's profile to sign off evidence. During the lab tour, the candidate should demonstrate their experience across all departments.

What should you do if you can't get a verification date agreed with the trainer?

If you can't get a verification date pinned down within a few weeks, let the Education Team know, by emailed registration@ibms.org. Mark your email with an obvious subject line (e.g. issues with

verification organisation) so the team can spot the email and respond. They can reassign you to someone else if the original candidate isn't ready.

What should you do if the portfolio evidence isn't at the right level?

If the portfolio evidence isn't at the right level, you should talk to the training officer and suggest postponing the verification until the evidence is improved. If a significant amount of additional work is required, contact the training officer and ask them to unlock the modules, rather than you (as the verifier) rejecting each piece of evidence; this approach will be much more time-efficient for everyone.

What should I do if a unit hasn't been signed off by both the trainer and candidate?

You must request that both parties sign off the unit before you can begin verification. Unsigned units are not eligible for scrutiny.

Once the portfolio is complete, is a verifier automatically assigned?

No, a request for verification must be emailed to the IBMS. Follow the guidance given in the "Arranging a portfolio verification" section of https://www.ibms.org/education/registration-portfolio/

Can the verifier be allowed to access the portfolio in progress?

Typically, this is not permitted. Verification is a summative, end point assessment. The portfolio should be 100% complete with unit summaries signed off. The verifier should have played no part in the training of the candidate.

Can the portfolio be reviewed in advance for verification or on the day to keep in line with verifications as done previously?

Both approaches are acceptable - depending on what works best in the schedule of the verifier. Anecdotal reports from verifiers using OneFile is that they review the evidence in the days before the verification so that any issues with evidence can be addressed/corrected in advance of the verification itself, maximising the chance of success for the candidate.

I am presuming the verifier report only goes to OneFile once the verifier and the trainer and candidate have signed?

The success of the verification rests on the recommendation of the verifier and the presence of the verifier's signature on the verifier report form. The trainer and candidate's signatures are included for communication purposes only.

How do I access a candidate's portfolio for verification?

From the OneFile dashboard, go to the Unit Sampling table, select your name as the verifier, and click submit. This will display the list of candidates assigned to you.

Can't find the verifier dashboard?

You may be logged in under the wrong profile. Log out and log back in, then select your "Verifier" profile from the landing page.

What is the Verifier Report Form (VRF) and when should I complete it?

The VRF is a structured form used to document your findings. It can be started during evidence review and finalised after the verification meeting. It includes sections on portfolio scrutiny, interviews, lab tours, and training environment.

What is the Candidate Feedback Form and who sees it?

It's a confidential form completed after verification. Only the candidate and IBMS can view it, allowing honest feedback on the training experience.

Plagiarism

If I think that the candidate's work is not their own, what should I do?

Any evidence of plagiarism will result in failure of the portfolio and the candidate will be required to complete a new Registration Training Portfolio. If a trainer suspects plagiarism they are asked to 'call it out' and discuss this with the candidate. Trainers are bound by the HCPC Standards of Conduct, Performance and Ethics: "6.1 You must take all reasonable steps to reduce the risk of harm to service users, carers, and colleagues as far as possible. 6.2 You must not do anything, or allow someone else to do anything, which could put the health or safety of a service user, carer, or colleague at unacceptable risk".

How do we monitor plagiarism with OneFile?

OneFile has an integration with Turnitin. This can be used to check attached evidence for plagiarism. Turnitin is not currently available for imported evidence. From the left side menu in OneFile go to Resources > Support Tips > Support Tip - Turnitin for more information.

Does Turnitin look for the use of generative AI?

Yes, Turnitin's AI writing report flags text that that might have been prepared by a generative AI tool such as large-language models, chatbots, and word spinners. This should not be viewed as definitive evidence that GenAI tools have been used. It should be sued to form the basis for a professional discussion to assess the authenticity of the candidate's work.

Is using copy&paste from SOPs especially for evidence like Audit plagiarism?

If you use the wording of the SoPs in your response, which others have already used, it will result in a higher Turnitin score. Be able to justify the score. For example, did you quote the text for clarity? Use quotes around any quoted text and credit your sources.

What percentage is accepted on Turnitin?

Context is everything. A high score may be entirely justified. From the left side menu in OneFile go to Resources > Support Tips > Support Tip - Turnitin for more information.

Accessing training & submitting evidence

How is a training plan assigned and accepted?

Trainers assign a training plan using a training plan template that contains a set of assessments. Once assigned, candidates must accept the plan by signing the declaration. This creates the assessments in the candidate's portfolio and sends tasks to their task list.

How do I submit evidence for an assessment?

Evidence can be typed directly, imported from Word, or uploaded as a file. A justification must be included, preferably in the Feedback & Comments section. Once ready, sign and submit the assessment to your trainer.

Graphical items like arrows move when I use the import Word feature. What can I do?

This is known suboptimal behaviour when a Word document is imported in print layout. Save the Word document in Web layout first. Then import the web layout version.

What happens if my trainer returns an assessment for revision?

You will receive a task in your task list. Review the feedback, make the necessary changes, and resubmit the assessment. The trainer will then reassess it.

Do I need to sign the evidence in pen and upload my signature?

No, you do not need to sign hard copies. Placing a tick in the box in the signature section of an assessment, unit summary or other form in OneFile has the same validity and meaning as a handwritten ("wet") signature

How do I know whether my assessment has been marked or requires further work?

Check your assessment list, task list, and messages regularly. These areas show the current status of your assessments and any feedback or actions required from your training team. Ensure that you have configured your email digest preferences.

I am a candidate and I am trying to edit an assessment but I can't. Why not?

OneFile is a role-based workflow system. Your editing rights depend on where in the workflow the assessment is. If a candidate cannot edit, it means that either the assessment is 'Pending' but currently with the 'Trainer' role. Alternatively, it may be signed off as 'Completed'.

How do I track my progress through the portfolio?

Use the Progress and Gap Analysis tools to monitor completion of SoPs and identify any gaps. You can also view the status of each assessment in the Assessment list.

What happens after my portfolio is verified?

The portfolio is archived and becomes read-only. You will retain access to it indefinitely. It is recommended to use a personal email address for your OneFile account to ensure continued access.

What is the difference between importing and uploading evidence?

Importing allows for trainer annotations and is ideal for drafts. Uploading supports Turnitin plagiarism checks. A hybrid approach is often recommended.

Once a portfolio is complete and verified, can the training officer access it for reference later?

Yes, any user associated with the portfolio on OneFile (trainers, observers and verifiers) retain read-only access to the portfolio after the candidate has been archived. The candidate also retains read-only access. Provided they have access to the email they are registered with in OneFile, candidates will be able to access their work.

Where can I find additional support or training resources?

Resources are available on the menu in OneFile (select Resources from the left side menu) and on the IBMS website. For technical help, contact the IBMS Digital Education team at elearning@ibms.org

Deleting and Unlocking Assessments

How do I delete an APL assessment that has appeared for a candidate on a non-equivalence route?

First make a note of the content and status of the assessment. Any links to attached evidence and any Feedback and Comments will be deleted. Go to the Candidate's portfolio > Assessments. Click on the assessment to open it. Follow the instructions in the Support Tip - Unlocking an assessment. Delete the assessment.

If you sign off a unit, can you access it again if needed, or is this a permanent step?

No, you can unlock it. Assessments, unit summaries and training plans are all entities that can be unlocked and edited. From the left side and menu in OneFile go to Resources > Support Tips > Support Tip - Unlocking an assessment. Only trainers and verifiers can unlock items. Unlocking is hierarchical. If an assessment is in a locked unit you will need to first unlock the unit.

If your trainer signs off a unit, can they access it again if they need to?

Yes, it can be unlocked. From the left side menu in OneFile, go to Resources > Support Tips > Support Tip - Unlocking for more information.

Justifications and Reflections

Does the candidate still need to write a justification and/or reflection?

Yes, justifications are needed. They should be included by a candidate as a comment in the Feedback and Comments section in an assessment.

If the Turnitin score is high, but there is good reason for this, does the justification have to be documented in the feedback?

It is always good practice to document any justification or reasoning in the feedback and comments. It allows the verifier to easily see the information and can act as an aide memoire to trainers if the verifier queries a high score.

Trainer Roles and Responsibilities

Is the trainer the same as the mentor?

In OneFile there are two types of trainer: the **default trainer** has overall responsibility for the candidate's training. Multiple **additional trainers** who mark and sign off evidence can also be linked to the candidate's portfolio.

If trainer is an associate practitioner or MLA (with no HCPC number) can they still be added to one file as a trainer?

OneFile has the capability to provide a workaround that involves a countersigning workflow. In certain circumstances, a non-HCPC registered trainer sign offs can be countersigned by a HCPC-registered user.

Must trainers be IBMS members?

Trainers must be HCPC registered; they do not need to be a member of the IBMS. However, if they are an IBMS member please quote this number in any correspondence with us.

How do the default trainer and additional trainer roles differ?

In OneFile there are two types of trainer: the **default trainer** has overall responsibility for the candidate's training. Multiple **additional trainers** who mark and sign off evidence can also be linked to the candidate's portfolio. The default trainer receives the task to sign off a unit summary. The default trainer is sent the task to sign the verifier report form.

Where can I find a candidate's Training Team?

From the left side menu in OneFile, go to Resources > Support Tips > Support Tip - Viewing the candidate's training team. Ensure you have unchecked Simple View. An alternative method is to enter the portfolio from the floating "Portfolio" tab on the right side of the screen and click on the person icon. Candidates can see their trainers in the Assessment Team section of their Home dashboard.

Cross-Referencing and Mapping Evidence

If you can add SoP for CCR assessments, does that mean we can cross-reference evidence across different sections?

In the non-digital portfolio it was much more difficult to keep track of where SoPs are evidenced. There is nothing to stop you from mapping a CCR to different SoPs, however you should justify this with a

comment in the assessment's Feedback and Comments to show your thinking. SoPs can be re-mapped. However, this should be done cautiously, judiciously and minimally. Each SoP need only be evidenced in one assessment. Extensive cross reference causes unnecessary complexity. From the left side menu in OneFile go to Resources > Support Tips > Support Tip - Changing SoP mapping to see step-by-step guidance on changing criteria mapping.

If a SoP has not been met for a piece of evidence uploaded to a specific module, but has been met by a piece of evidence in another module can these be linked?

Yes; however, for mandatory assessments (MERs) SoPs must be met within the assessment. You can add SoPs to MERs but not remove them. For candidate choice assessments (CCRs) SoPs can be re-mapped. However, this should be done cautiously, judiciously and minimally. Each SoP need only be evidenced in one assessment. Extensive cross reference causes unnecessary complexity.

Is it sufficient if a SoP is only evidenced by one piece of evidence?

Each SoP needs to be evidenced by at least one assessment. Across the unit (e.g. S1:M4) three separate assessments must be used. From the left side menu in OneFile go to Resources > Support Tips > Support Tip – Unit Sign Off Rules for more information.

If I have uploaded evidence as MS Word documents, but now want to upload through the evidence text box (to use the annotation feature), can I delete the uploaded evidence and re-upload again?

Yes, but consider the value of doing this. If the portfolio is nearly complete and there is no substantive benefit, then it may not be worth it. If you are a candidate, remember that the method of evidence submission is decided by your training team, and you should be guided by their requirements.