**STAGE 1: ENROLMENT**

- Application for portfolio sent by email to IBMS
- Enrolment link emailed to candidate
- Enrolment form completed and sent to IBMS for approval
- Enrolment confirmed and ePortfolio activated
- The portfolio is now active and the candidate can start logging evidence
- The candidate is now "on-programme"

**STAGE 2: PROGRAMME**

- Modules agreed and signed off individually
- All modules completed
- Internal sign-off
- Verification data agreed with candidate and laboratory
- Verification process starts

**STAGE 3: VERIFICATION**

- Face-to-face verification events require PC/laptop access
- Reviews evidence before visit and starts report
- Conducts questioning and informal interview
- Submits reflective account of verification
- Completes laboratory feedback form
- Completes verification report form
- Final sign-off of competence for whole portfolio

**Candidate**

The individual completing their portfolio, either during a University placement year, as part of their integrated degree/apprenticeship, or after completing their University studies.

**Trainer**

Most likely a training officer, training manager etc.; they are in the same laboratory/hospital as the candidate and responsible for signing-off completed modules in Onefile.

**Verifies**

External to the candidate’s laboratory and cannot have trained them. Access is provided to the portfolio after internal sign-off from trainer. Verification completed within Onefile.

**IBMS**

Co-ordinates, administers and manages the enrolment and verification processes. Issues certificate of competence upon completion.

Across colour denotes responsibility - progress will be blocked by Onefile until the responsible person completes their action.