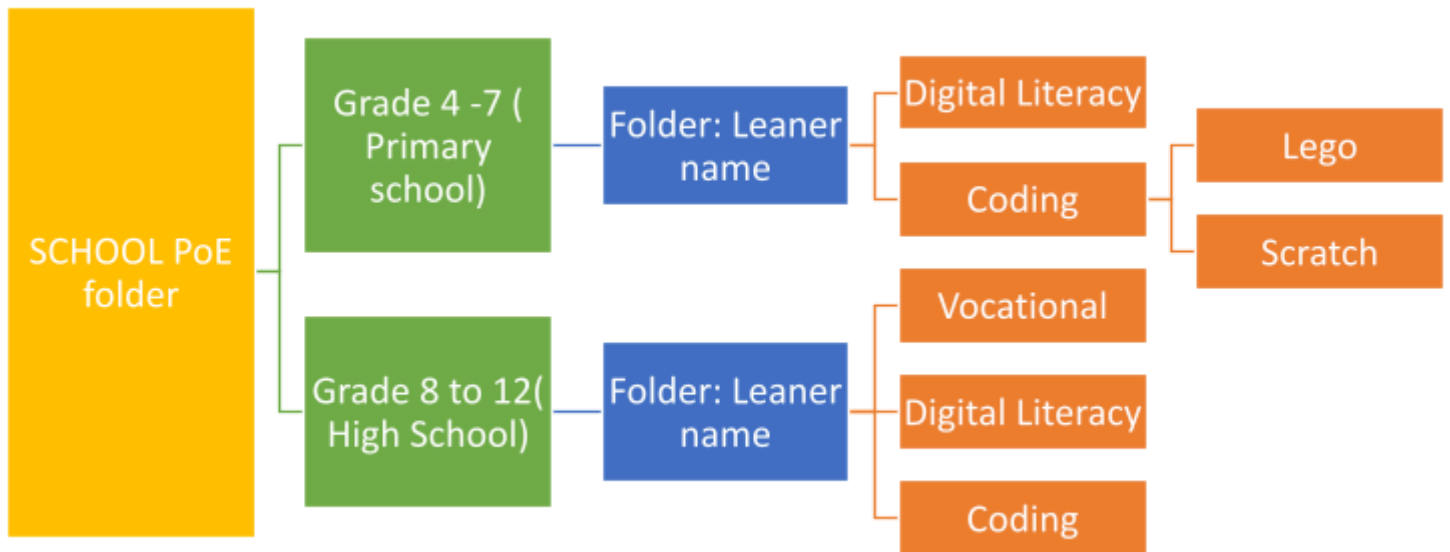


Portfolio of Evidence: Learner evidence Guide and SOP

Folder Structure and management



Instructions:

ITE's:

1. Setup folder structure for you school PoE folder
2. Make sure all grade is listed that present in your school

Leaners activity

1. Leaners must create a folder on their desktop with their Names and surname
2. Learners must create subfolders in their folder according to the diagram above
3. Learner will then copy and past / drag their folder into the correct grade they are in.
4. Once learner folder is setup like the diagram above. Each learner will then receive their folder badge.

How to name your files

1. Each learner file will be named as follow:

