

Educ8tions Ltd.



Confidential Work Products Policy  
(CWPP)  
Apr 2018 – Apr 2019



## Document Control

**Document Title:** Confidential Work Products Policy  
**Document Number:** **G8C13**  
**Author:** Vonley Joseph  
**Change Authority:** The Board of Directors

## Change History

Version	Date	Reason for change	Change by
0.1	01 <sup>st</sup> August 2016	First draft	Vonley Joseph
0.2	02 <sup>nd</sup> April 2018	Updated	Vonley Joseph

## Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

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The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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# Educ8tions Limited

## Developing People for Sustainable Careers

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The use of confidential work products within a candidate's portfolio is inappropriate and not permissible. Assessors and Internal Quality Assurers will not accept any documents of this nature in a candidate's portfolio even if they are anonymised.

All documents relating to the candidate's work place are confidential and covered under the Data Protection Act and a setting's Confidentiality Policy.

If candidate's wish to refer to a document such as an observation, care plan, play plan, minutes of a meeting etc they should use the Confidential Work Product document.

Candidates should then write a reflective account about the work product explaining what they did with it (Pc's or PI's ) in what context (Scope) and why they used it – policies, procedures, legislation etc (KE) or refer to this as a part of their professional discussion. The document then asks where the product can be located in the workplace – the candidate writes its location in this section and then the assessor will look at this document in the setting and assess the evidence and write on the document confirming if it meets all or some of the criteria claimed.

If the Internal Quality Assurer wishes to sample this document then they will need to sample this in the work place and again note the document with their comments.