



POP Record: Top Tips

- Explanatory paragraphs are not acceptable as Performance evidence. Candidates must submit documentary evidence to pass the Performance units.
- Blank or uncompleted forms/templates may only demonstrate Underpinning Knowledge of a process/competency. They must be completed to meet the standard/s and prove competence as Performance evidence.
- The range and scope lists indicate possible types of evidence that the candidate can submit for each unit.
- As long as the documentary evidence proves competence in the process, the type and size of the project is irrelevant.
- Case studies are acceptable for most, but not all units, and should be based around realistic scenarios.
- Ideally every candidate would produce all the Performance evidence for each unit themselves, where this is not possible candidates can shadow fellow professionals at the required stage/s then jointly produce the evidence with the individual they have been shadowing to prove their competence.
- If the candidate is unable to shadow a fellow professional they can use a previous project from the office as a template, however they will need to re-produce the evidence as their own version of Performance evidence.
- Candidates can use evidence from projects which they worked on as part of a team; however, they will need to outline their involvement in the project and how it proves their competence.
- For some units evidence might be hard to provide/produce, therefore, a structured appraisal by candidate's Supervisor will suffice. Where this is applicable, it is listed in the POP Record.
- Please ensure all evidence is legible and orderly e.g. downsized drawings, and clearly referenced before being submitted.

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