



## Competencies Assessment Portfolio

### CHECK LIST

Name: (First).....(Middle).....(Last).....

Address: .....

.....

Mobile: ..... Home: ..... Office:.....

Email: .....

**Check (tick)** ✓

1. Certified copy of your passport
2. Two passport photos signed on the back
3. Two forms of identification
4. Certified copies of all school/college/university transcripts and award certificates
5. Certified copies of proof of workshops, training programmes, conferences attended over the years
6. Full details of employment since graduating from secondary school. Explain duties and responsibilities
7. Full detail of current position and responsibilities



8. References from work colleagues, business partner(s), any worthies supporting your application
9. An autobiography of your life, family, goals and achievements listing hobbies, interests, community service, etc.
10. Certified copies of achievement awards, honours, distinctions
11. A statement of future plans/goals and why you believe you meet Level 7 or 8 status
12. Other relevant information

**Date:** .....

**Checked:** ..... ✓