

Annex F

Administrative Issues

At the outset, all candidates and assessors **must** refer to the *Guide to the Local Assessment of the MJDF Portfolio of Evidence*.

The verification certificate should be submitted to the MJDF office only when complete, and should contain the full details of the candidate and verifier as requested. **The completed application form must accompany the signatures for the various parts of the portfolio.**

At present we are receiving incomplete paperwork, sometimes without the candidate's full address. Incomplete paperwork will lead to unavoidable delays.

Candidates must complete and return both the application form and the verification certificate.

Traditionally the MFGDP(UK) Coursework Module used mark sheets. These are no longer used for the MJDF Portfolio of Evidence, and the only paperwork to be completed and returned should be the application form and verification certificate. However, descriptors to assist those verifying the portfolios are available on the MJDF website at www.mjdf.org.uk/portfolio_guidance_html. These do not need to be submitted but the verifier may wish to keep a copy, with any relevant notes, for their own records and provide a copy to the candidate for feedback purposes.

The application form and verification certificate should be accompanied by a payment of £50 unless you are a VDP, where there is no charge.

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