When discussing possible Portfolio pieces, it is important to provide a structured and detailed outline early in the process. This can then be viewed by the Trainer to provide constructive guidance and also agree this work; including setting targets.

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|  |  |  | **Brief Details/ Overview** | **Evidence** |
| **S** | **Situation** | * What was the situation you were faced with? * Why were you issued this task/ project? * What was the expectation? |  |  |
| **T** | **Task** | * What needed to be achieved/ delivered? * Why? |  |  |
| **A** | **Action** | * What did you do? * How did you do it? * Who did you work with? |  |  |
| **R** | **Result** | * What was the outcome of the task/ project? * What did you gain from it? * Review your progress/ outcomes. * What happened next? |  |  |