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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **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?
 |  |  |