

# Evidence Standards

## What Is Permissible?

Level 3 Award in Essential Work Skills · Facilitator guidance for evidence checking

### Purpose of this document

This document is for NTA Internal Quality Assurance staff and centre facilitators involved in evidence checking and sampling. It sets out, unit by unit, what learners must complete, what can be omitted or done differently and what constitutes acceptable evidence. It should be read alongside the Evidence Sampling SOP.

Its purpose is to reduce ambiguity and ensure that checking and sampling decisions are consistent across all centres.

Unit	Title	Evidence required
1	Finding a Futureproof Career (Portable Skills)	2x Worksheets (MS Word)
2	Futureproofing Your Finances	1x Worksheet (MS Word)
3	Speaking Confidently in Public	1x Video CV (MP4 or other common file format)
4	Developing a Winning Mentality	

### How to use this document

When reviewing a learner's evidence file, work through each relevant unit section below. For each field or element, the table shows:

- Whether completion is **Required** or Not required from the learner.
- What 'acceptable' looks like in practice – including common variations that should be passed.

If something is marked Not required, the field being blank is not a reason to mark the evidence as incomplete.

If something is marked Required, every sampled learner must have completed it. Missing or irrelevant answers should be flagged by NTA IQA in the sampling record.

## Unit 1: Portable Skills

Unit 1 has two separate evidence components: the Portable Skills Checklist and the Strongest Portable Skill worksheet. Both must be present in the learner’s file.

### 1a · Portable Skills Checklist

PORTABLE SKILL	STATUS	BASIC LEVEL Everyone is expected to have these	STATUS	HIGHER LEVEL Needed to stand out and excel
Sales	<input type="checkbox"/>	<input type="checkbox"/> Communication and people skills <input type="checkbox"/> Driven to meet targets <input type="checkbox"/> Able to 'close the deal' <input type="checkbox"/> Handle rejection well	<input type="checkbox"/>	<input type="checkbox"/> Persistent and hard-working <input type="checkbox"/> Able to say no to a customer <input type="checkbox"/> Don't get burnt-out <input type="checkbox"/> Forecast sales volumes and timings
Marketing	<input type="checkbox"/>	<input type="checkbox"/> Understand 'the message' <input type="checkbox"/> Manage lots of projects <input type="checkbox"/> Use new software tools <input type="checkbox"/> Analyse data <input type="checkbox"/> Effective marketing copy	<input type="checkbox"/>	<input type="checkbox"/> Think like a customer <input type="checkbox"/> Build a communications 'engine' <input type="checkbox"/> Design successful pricing and offers <input type="checkbox"/> Analyse effectiveness for continual improvement
Customer Support	<input type="checkbox"/>	<input type="checkbox"/> Enjoy talking to and messaging people <input type="checkbox"/> Good oral and written communication <input type="checkbox"/> Patience when dealing with customers <input type="checkbox"/> Keep customers happy	<input type="checkbox"/>	<input type="checkbox"/> Stay calm when a customer is angry <input type="checkbox"/> Politely say no to unreasonable customer requests <input type="checkbox"/> Deliver on promises


Field	Required?	Notes
<b>Your name</b>	Not required	NTA can identify the learner via the platform. A blank name field is acceptable.
<b>Strongest Portable Skill</b>	<b>Required</b>	The learner must identify which skill they consider their strongest. This field must be completed.
<b>Date</b>	Not required	NTA can find this via the platform. A blank date is acceptable.
<b>Check boxes (x8 skills)</b>	<b>Required</b>	At least five of the eight Portable Skills must have been completed. For each completed skill, the learner must have chosen 'Strength' or 'Develop' for each aspect.

#### Acceptable variations for the check boxes:

- Colour-coded boxes (e.g. highlighted green or amber) are acceptable as long as the meaning is clear.
- Ticks in place of crosses are acceptable.
- Any unambiguous mark indicating a choice between Strength and Develop is permissible.

Permissible	Not permissible
✓ Five or more skills completed with a clear Strength/Develop choice for each aspect.	✗ Fewer than five skills completed.
✓ Alternative marks (ticks, colour coding) used consistently and unambiguously.	✗ Check boxes entirely blank with no alternative marking.
✓ Strongest Portable Skill field completed.	✗ Strongest Portable Skill field left blank.

### 1b · Strongest Portable Skill worksheet



PS04 Sales

**WORKSHEET: PS04 Sales**

*Please fill in your name and today's date.*

Name:	Nick Talent
Date:	7 May 2026

Instructions: Your company has decided that there is enough money to create a new video game, Snake Pit, but before you spend lots of time and resources developing the game, you want to make sure that enough customers will buy it.

You decide to approach Real Time Distribution, a well-known game distributor, to see if they will promote your game to their customers. You have been invited to **pitch** Snake Pit to them.

Your task is to record a speech on your phone delivering the sales pitch. Use the prompts in the table below to help you plan your speech, but don't write out a whole speech. Real Time Distribution will likely want certain points to be addressed, which is why there are multiple boxes to help you plan your pitch. Use the Scenario information below the table to help guide the content of your speech.

Field	Required?	Notes
<b>Name</b>	Not required	Identifiable via the platform. A blank name is acceptable.
<b>Date</b>	Not required	Identifiable via the platform. A blank date is acceptable.
<b>Worksheet questions</b>	<b>Required</b>	Every question on the worksheet must be answered. Answers must be relevant and reasonable – see guidance below.


**What counts as ‘relevant and reasonable’:**

- The answer should relate to the question.
- Answers do not need to be long or well written: a one-sentence answer is acceptable if it addresses the question.

**Unit 2: Futureproofing Your Finances**

Unit 2 has a single evidence component: the Making a Profit worksheet. Sections (A) to (E) must all be present in the learner’s file.

**2 · Making a Profit worksheet**



FF07 Making a Profit

**WORKSHEET: FF07 Making a Profit**

*Please fill in your name and today's date.*

Name:	Nick Talent
Date:	7 May 2026

Instructions: You are an entrepreneur who is putting on a rock concert. You hope to make a profit by increasing income and decreasing costs.

Another British band with a slightly stronger following in your town played the same venue last month and sold out 50,000 tickets. They charged £70 per ticket.

The concert date is fast approaching and you only have three days to sign a contract with the band. If you don't come to an agreement, the band will have to find a different promoter or cancel the gig.

Use the spreadsheet to work out the Net Profit in these two scenarios:

**Scenario 1: Higher ticket prices, lower band costs**

**Scenario 2: Lower ticket prices, higher band costs**

Field	Required?	Notes
<b>Name</b>	Not required	Identifiable via the platform. A blank name is acceptable.
<b>Date</b>	Not required	Identifiable via the platform. A blank date is acceptable.
<b>Questions (A)–(D)</b>	<b>Required</b>	All four questions must be answered. Answers must be relevant and reasonable – see guidance below.
<b>Question (E)</b>	<b>Required</b>	The answer must be either ‘Me’ or ‘The entrepreneur’. Any other answer should be flagged as incorrect.

(E) If the venture loses money, who pays for that? The entrepreneur (you), the bank or other stakeholders?
<ul style="list-style-type: none"> <li>The entrepreneur</li> </ul>

**What counts as ‘relevant and reasonable’ for questions (A)–(D):**

- Answers should reflect the content of the unit and show that the learner has engaged with the material.
- Brief answers are acceptable.
- Answers that are off-topic should be flagged.

Permissible	Not permissible
✓ Questions (A)–(D) answered with relevant, reasonable responses.	✗ One or more of questions (A)–(D) left blank.
✓ Question (E) answered as ‘Me’ or ‘The entrepreneur’.	✗ Question (E) left blank or answered with something else.
✓ Name and date fields blank (not a reason to flag).	✗ Any answer not engaging with the question.

**Additional sampling**

Where initial sampling indicates that a Facilitator may be struggling, NTA IQA may – by agreement with the centre – increase the sampling rate for that individual Facilitator. Any additional sampling is carried out at NTA IQA’s cost.

**Document information**

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