National Work Experience Standard

CERTIFIED BY FUTURES FOR ALL

# Certification Full Assessment

## SharePoint Access Guide

Use this guide to upload documents securely to the National Work Experience Standard SharePoint area. You have been allocated your own dedicated set of folders on SharePoint, and only you and selected members of our National Work Experience Standard team will be able to access them. View our **Certification Data Sharing and Privacy Guide**.

### Before you start

- Use the invitation or upload link sent by our National Work Experience Standard team.
- Use the same email address that received the invitation to open the invitation or access the upload link.
- Make sure your files are clearly named and ready to submit.
- Do not upload documents containing information you have not been authorised to share (no personal data to be shared – please redact before sharing).

### Upload your documents

1. Open the SharePoint invitation or upload link.

2. If prompted, sign in with the invited email address. If you do not use a Microsoft account, Microsoft may email you a one-time passcode; enter it on the verification screen.

3. Open the folder named in your invitation (your organisation name). This folder contains 9 sub-folders, one for each Standard. Please choose the appropriate folder that your evidence applies to e.g. 1: Clear Aims.

4. Select **Upload**, then choose **Files**. You can also drag files from your computer into the document area.

5. Select the document or documents you want to submit, then choose **Open**.

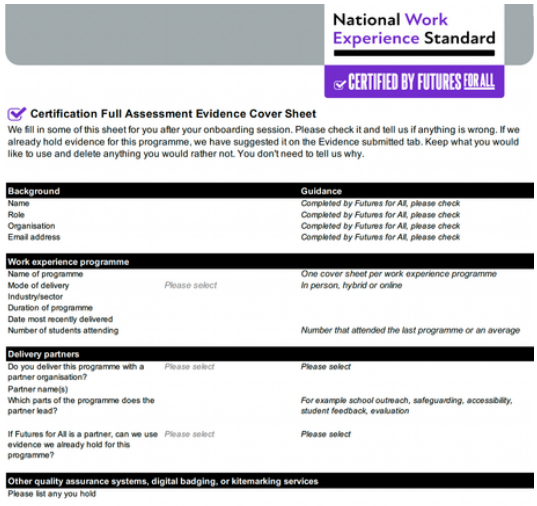
6. Wait until each file appears in the folder. Do not close the browser while an upload is still in progress.

## Check your upload

- Confirm that the file name is visible in the correct folder.
- Open the file briefly to check that it is the correct version and displays properly.
- Please notify us when you have uploaded all your documents.

## Fill in our National Work Experience Standard Cover Sheet

- The cover sheet is an excel sheet in your organisation folder on Sharepoint.
- On the first sheet please fill in background information about the person uploading the documents and details of the work experience programme being certified.
- The type of evidence uploaded is documented on the second sheet (e.g. for Engagement & Outreach an onboarding email was uploaded). Further details can be provided to explain why this evidence was used.



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**Certification Full Assessment Evidence Cover Sheet**

We fill in some of this sheet for you after your onboarding session. Please check it and tell us if anything is wrong. If we already hold evidence for this programme, we have suggested it on the Evidence submitted tab. Keep what you would like to use and delete anything you would rather not. You don't need to tell us why.

| Background | | Guidance |
|---|---|---|
| Name | | *Completed by Futures for All, please check* |
| Role | | *Completed by Futures for All, please check* |
| Organisation | | *Completed by Futures for All, please check* |
| Email address | | *Completed by Futures for All, please check* |
| **Work experience programme** | | |
| Name of programme | | *One cover sheet per work experience programme* |
| Mode of delivery | *Please select* | *In person, hybrid or online* |
| Industry/sector | | |
| Duration of programme | | |
| Date most recently delivered | | |
| Number of students attending | | *Number that attended the last programme or an average* |
| **Delivery partners** | | |
| Do you deliver this programme with a partner organisation? | *Please select* | *Please select* |
| Partner name(s) | | |
| Which parts of the programme does the partner lead? | | *For example school outreach, safeguarding, accessibility, student feedback, evaluation* |
| If Futures for All is a partner, can we use evidence we already hold for this programme? | *Please select* | *Please select* |
| **Other quality assurance systems, digital badging, or kitemarking services** | | |
| Please list any you hold | | |

## If you have a problem

- **The link does not open:** copy and paste the full link into an up-to-date web browser.
- **You cannot access the folder:** check that you are using the invited email address and request a new passcode if the previous one has expired.
- **The Upload option is missing:** you may not have permission to add files. Contact our National Work Experience Standard team.
- **The upload fails:** check your internet connection, shorten the file name, and try again.
- **A file with the same name already exists:** rename your file before uploading unless your contact has asked you to replace the existing version.

### Need help?

Contact **national.standard@futuresforall.org** and include a screenshot or the wording of any error message. Please do not email sensitive documents unless you have been told it is safe to do so.