



# **Evidences to Support Your Portfolio**

# Supporting documents as evidence related to the course learning outcomes (CLO)

[apel.oum.edu.my](http://apel.oum.edu.my)

Direct Evidence	Indirect Evidence
<p><b>Certificates</b> You can provide copies of your qualifications:</p> <ul style="list-style-type: none"><li>• School certificates</li><li>• Statements of results</li><li>• Courses completed at work</li></ul>	<p><b>Written records</b> You can provide copies of:</p> <ul style="list-style-type: none"><li>• Diaries</li><li>• Records</li><li>• Journals</li><li>• Articles</li></ul>
<p><b>Work samples</b> You can provide samples of your work:</p> <ul style="list-style-type: none"><li>• Drawings or photographs</li><li>• Reports</li><li>• Written materials</li><li>• Projects</li><li>• Objects</li><li>• Works of art</li></ul>	<p><b>E-mail</b> You can provide copies of email communication which verify:</p> <ul style="list-style-type: none"><li>• Customer feedback</li><li>• Work activities</li><li>• Written skills</li></ul>

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<p><b>Record of workplace activities</b> You can provide documents that verify your work activities:</p> <ul style="list-style-type: none"><li>• Notes</li><li>• Emails</li><li>• Completed worksheets</li><li>• Workplace agreements</li><li>• Contracts</li></ul>	<p><b>Supporting letters</b> You can provide letters to verify your claim from:</p> <ul style="list-style-type: none"><li>• Employers</li><li>• Community groups</li><li>• People you have worked with (paid and unpaid work)</li></ul>
<p><b>Documents</b> You can provide evidence that shows what you have done in your life:</p> <ul style="list-style-type: none"><li>• Media articles</li><li>• Meritorious awards</li></ul>	

THANK YOU  
&  
GOOD LUCK