

Skills Development Portfolio (SDP) FAQs



What is the Skills Development Portfolio?

The Skills Development Portfolio is a vocational assessment performed through your MYIOSH account. It consists of a collection of five elements, each containing several performance criteria which you can choose from.

What is the purpose of the Skills Development Portfolio?

The Skills Development Portfolio has been designed for you to showcase your practical experience and application of knowledge when taking part in specific health and safety activities. The elements have been developed for you to demonstrate a range of fundamental principles that a Chartered Health and Safety Practitioner should adhere to.

Can IOSH support me through my portfolio?

We are committed to supporting you through your Chartered journey. For assistance please call the Professional Development team on +44 (0) 116 257 3200 or email professional.development@iosh.com.

There are other channels to gain additional assistance such as your local branch, a Mentor or a one-to-one session with our in-house Technical Advisers.

How do I register for the Skills Development Portfolio?

The first step is to enrol on the Initial Professional Development process (IPD) for a fee of £160. To register for IPD please call the Customer Service team on +44 (0)116 257 3198 or email CSC@iosh.com and we will call you back.

When can I start my portfolio?

You will receive access to your Skills Development Portfolio within 24 hours of registering for IPD.

How much time do I have to complete my portfolio?

We provide a standard two-year cycle from your IPD payment date to complete your portfolio.

What equipment do I require?

Your portfolio is completed online within your MYIOSH account. You only need a desktop computer or laptop with internet connection.

How do I start my Portfolio?

- You will be asked to fill in your job title, a description of your role and organisation and state if your activities and evidence will be formed from your current role. This information is to assist your Assessor when we review your submissions.
- You will then select your criteria from five elements. You must select one criterion from elements 1 to 3 and two from 4 and 5.

What is plagiarism?

Plagiarism is defined as copying someone else's work and presenting it as your own. This would apply to details copied from other sources or from other candidates. Failure to submit your own evidence could result in the submission being viewed as plagiarism. This could lead to the criterion being rejected and/or being disqualified from the Skills Development Portfolio.

How do you complete a criterion?

Within your selected criterion you will be prompted to provide details on the background of the activity, purpose and intended outcome. You will then fill the remaining fields within the criterion:

- Description column – Details of the aim of the activity.
- Date column – An accurate start and end-date. This is cross-referenced against your evidence.
- Outcome column – Details of what happened once the aim was met.
- Evidence column – A list of your evidence given in numerical sequence or other form of identification.
- Evidence upload – An uploaded file to support your participation in the activity.
- Reflective statement – Details of how you have demonstrated your ability to analyse the personal professional practice you've carried out in order to cover the criterion, in terms of the outcomes and learning from the body of work.

Can I use backdated evidence?

Yes you can use evidence backdated up to two years from when you submit the criteria.

For some criteria, where relevant, we may accept evidence outside of this window, providing the evidence has been reviewed within the past two years.

Can I use evidence more than once?

You can only use the same evidence once, so it is important that you review your criteria selection and evidence before submitting. Once your criteria have been 'Accepted and Locked', you will not be able to use this evidence against another criterion.

How do I submit a criterion?

If you have met the minimum number of activities, the minimum amount of evidence and applied a reflective statement, a 'Submit Performance Criterion' tab will appear.

Once this has been selected, your criterion will remain under the assessment stage 'Submitted Awaiting Review' until your Assessor has reviewed your submission. This means amendments cannot be made at this stage.

If you have added an additional activity without uploading evidence, we recommend uploading a blank word document so that the 'Submit Performance Criterion' tab appears.

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Should I submit as I go along?

We recommend you submit your criteria when they are ready, rather than waiting to submit several at the same time. Submitting as you go along may speed up the review time and help you complete any outstanding criteria through previous feedback presented.

Who marks the Skills Development Portfolio?

To review Skills Development Portfolios submissions, we have a bank of experienced Chartered members known as Assessors. You will be allocated an Assessor when you submit your first criterion. The same Assessor will continue to review each of your submissions.

How do I receive feedback and how long does it take?

Feedback is provided on each criterion within three weeks from submission. It will be displayed online under the activity as the 'Assessor's Comments' and/or at the bottom of the page as 'Comment on Reflective Statement and Comment Overall on Performance Criterion'.

Your criteria will have one of two outcomes:

- Accepted and Locked – your criterion has passed, as you have provided enough evidence and reflection.
- Changes Required – further content, which will be explained through feedback, is required to pass this criterion.

Can I change a criterion?

You can change a criterion as many times as needed, as long as it's not under assessment. You can do this by following the steps below:

- Log in to MYIOSH and click on 'My SDP'
- Click on 'My Portfolio'
- Click on 'Edit' and then 'Next'
- Untick your unwanted criteria and select your preferred criteria
- Click 'Next' and then 'Save'

What happens if I do not have the required evidence?

Your portfolio showcases your own application to cover each element. We do not expect you to cover your full portfolio within the remit of your current role. If you are unable to gain evidence to complete all seven criteria within your current role, we would recommend the following:

- Seeking new opportunities in your organisation, whether that be in another department or the typical task of another individual to complete.
- Undertaking voluntary or charitable work may assist you in covering an outstanding criterion.
- Carrying out work for others or part-time consultancy.

What about GDPR (data protection)?

Your MYIOSH account is a secure system. Only IOSH and your Assessor have access to review your entries.

If you are concerned about confidentiality, then you can remove any company names and addresses or clients' details from your evidence. We do, however, need you to demonstrate your involvement in each activity, so your name must be stated on evidence where relevant.

If you work for an organisation that requires you to sign the Official Secrets Act, we request that you notify us when you enrol on IPD. We hold a bank of Assessors with the relevant security clearance to review your submissions at your place of work.

How long does it take, typically, to complete the full portfolio?

Completing the Skills Development Portfolio is very much dependent on your individual circumstances. It can take several weeks or even years to complete.

- We recommend reviewing the criteria summary sheet and guide to the Skills Development Portfolio to assess what evidence you already have available to meet each criterion.
- If you have started a new role, you may benefit from checking with your previous employer whether you could use evidence gained in your last role.
- Setting yourself a deadline could help you analyse how much time each week or month you need to dedicate.

What happens if I do not complete my portfolio within my IPD cycle?

- Extension – if four or more of your criteria have been 'accepted and locked' you can apply for a three-month extension. You can only apply for an extension once your IPD cycle has ended. The three-month extension must also incorporate the Assessor's time to review submissions.
- Re-register – if you are not eligible for an extension you must re-register for a further two-year IPD cycle. This will require a fee of £160. All previous entries will remain within your MYIOSH account for you to continue to work on.

Does IOSH accept extenuating circumstances?

Yes, the circumstance must have a negative impact on your ability to complete the Skills Development Portfolio within two years and the timing of the circumstance must be relevant. If you would like IOSH to review your circumstances, please complete and return our extenuating circumstances form so that we can make any necessary adjustments.

Does IOSH make special arrangements?

We're aware that some members may have specific learning difficulties, disabilities or personal circumstances which may need to be accommodated during the Skills Development process. If you would like IOSH to review your circumstances, please complete and return our special arrangement form so that we can fully support your Chartered journey.