

Evidence locator form: Silver Arts Award

A completed evidence locator form must be uploaded with each portfolio.

For guidance on preparing the portfolios and completing this form, see the section 'Preparing for moderation' in the Adviser Toolkit.

Evidence locator forms must be used in conjunction with the toolkit to ensure that evidence requirements are fully understood and that assessment criteria for each level is clearly achieved.

Please save this document using the Candidate's first initial, surname and the Arts Award level, for example: JBloggs_Silver.

Adviser name:

Date:

Centre name:

Centre number:

Young person's name:

Evidence checklist:

Unit/Part	Evidence required	Where evidence can be found eg page/slide number, video time code, audio file, relevant link without password to website/blog etc. (NB: No links to file sharing platforms are permitted).
Unit 1 – Arts practice and pathways		
Unit 1 Part A: Plan an arts challenge	▶ Reflection on their strengths and weaknesses within their art form	
	▶ Details of the challenge they have set and why they have chosen it	
	▶ An action plan detailing how the challenge will be implemented	
Unit 1 Part B: Implement and review the arts challenge	▶ Ongoing evidence of their progress as they undertake the challenge, for example, activity logs, annotated photographs, recordings, blogs, ongoing review of milestones and targets	

Unit/Part	Evidence required	Where evidence can be found eg page/slide number, video time code, audio file, relevant link without password to website/blog etc. (NB: No links to file sharing platforms are permitted).
Unit 1 Part B: Implement and review the arts challenge	Someone else's review of their challenge	
	Their own final review and reflection on their challenge	
Unit 1 Part C: Review arts events	Evidence of arts event(s)/ experience(s), for example, programme, URL, postcards, tickets, photographs, CDs or DVDs	
	Reviews in any appropriate format, including comments on the artistic qualities and creative impact of the event(s)/experience(s)	
	Evidence of how the review was shared with others	
Unit 1 Part D: Arts research	Information about meeting arts practitioners and what they have learnt about practitioners' career development and work (through workshops, events or other ways)	
	- Evidence of research in the arts, for example: – Education pathways – Career pathways – Other opportunities within their art form	
	A summary in their own words of what they have found out within this part and what influence it has had on them	

Unit/Part	Evidence required	Where evidence can be found eg page/slide number, video time code, audio file, relevant link without password to website/blog etc. (NB: No links to file sharing platforms are permitted).
Unit 2 – Arts leadership		
Unit 2 Part A: Plan a leadership project	Details of the leadership skills they wish to develop	
	A description of the arts project chosen, its aims and scope	
	A description of their leadership role within the project and how it will support development of their leadership skills	
	If working in a team, how their role relates to the roles of others	
Unit 2 Part B: Plan the practical issues	- A project plan detailing, but not limited to: – Practical issues – Timescales – How they will promote the project – How they will recruit the participants – How they will deliver the project – How they will collect feedback and evaluate their ongoing leadership development	
	Any other relevant evidence/notes	

Unit/Part	Evidence required	Where evidence can be found eg page/slide number, video time code, audio file, relevant link without password to website/blog etc. (NB: No links to file sharing platforms are permitted).
Unit 2 Part C: Effective arts leadership	▶ Evidence of the delivery of the project, for example, diary logs, recordings, annotated photographs, printed materials, details of meetings and discussions	
	▶ Ongoing reflection on where and how they are developing and applying their leadership skills during the delivery of the project	
Unit 2 Part D: Working effectively with others	▶ Evidence of how they are working with others	
	▶ Evidence of how they are resolving problems that arise	
	▶ Evidence of how they are collecting feedback from others, both about the project and their leadership and communication skills	

Unit/Part	Evidence required	Where evidence can be found eg page/slide number, video time code, audio file, relevant link without password to website/blog etc. (NB: No links to file sharing platforms are permitted).
Unit 2 Part E: Leadership project review	▶ A review of the project in any format to include, but not be limited to: – Reflection on how they have developed their leadership skills – Reflection on how their project plan worked – The overall achievements, successes and challenges of the project – What they have learnt about working effectively with others – What they have learnt from the feedback they received – What they would do differently in future	