**SENR Portfolio Application Checklist**

Please ensure that you have included the following documents within your submission before sending us your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist (tick as applicable)** | | | **Office Use** |
| 1. | A completed application form. |  |  |
| 2. | An up-to-date CV (3 pages maximum). |  |  |
| 3. | Two completed and signed reference forms. |  |  |
| 4. | Photocopies of relevant qualification certificates, and where possible, transcripts. |  |  |
| 5. | Certified translations, if the qualification certificates and transcripts are in a language other than English. |  |  |
| 6. | An assessment of equivalence to an award from the United Kingdom by National Recognition Information Centre (NARIC) if applicants have qualifications from countries outside the European Union. |  |  |
| 7. | Personal Statement (1000 words maximum) |  |  |
| 8. | Case Study (5,000 words maximum excluding references) |  |  |
| 9. | Completed SENR Competency Framework – mapped to evidence |  |  |
| 10. | Supporting evidence – clearly cross-referenced with the Competency Framework |  |  |
| 11. | Two Reflections (1 practice and 1 education) |  |  |
| 12. | Application Fee (Cheque / reference code from BDA Accounts Department / BACS reference). |  |  |

**Please provide the date of the portfolio workshop attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I can confirm to the best of my knowledge the information given is a true and accurate record.**

**I agree to adhere to the SENR Code of Professional Conduct and verify that the portfolio is my own work.**

**I undertake to notify the SENR of any criminal convictions, disciplinary, regulatory or other action which may be considered to bring the profession or the SENR into disrepute.**

|  |  |
| --- | --- |
| **Signature** | **Date** |