



IPDS – Instructions for Submission of Your Portfolio

When you have completed your IPDS Portfolio you will need to ensure that you forward it to CIPFA to meet the required deadlines. Please check the CIPFA website (www.cipfa.org.uk) for details of the IPDS timetable and deadline dates.

1. Submitting your IPDS Portfolio

(a) IPDS Portfolio Entry Form

The first step in the process is to complete an IPDS Portfolio Entry Form. This can be found on our website (www.cipfa.org.uk) under the Student Section.

- The IPDS Portfolio Entry Form must be with CIPFA by the deadline stated on the form.
- Payment must be included with the Entry Form.
- You don't need at this stage to submit your IPDS Portfolio with the IPDS Portfolio Entry Form.

Please ensure that you have confirmed the deadline dates for submission of your IPDS Portfolio and Interview dates. These can also be found on our website.

(b) Submission of IPDS Portfolio

Please ensure that when you submit your IPDS Portfolio it arrives before the Submission closing date. It helps our administration if you can send your Portfolio well before the deadline so that dispatch is not left to the last minute.

- You should send **two** copies of your IPDS Portfolio to CIPFA.
- You should make a third copy of your Portfolio which you should retain. You will be required to take this copy to your IPDS Assessment Interview. This third copy of your Portfolio **must not** be sent to CIPFA.
- Your IPDS Portfolio should be sent to the following address:

IPDS Portfolio Submissions
Student Assessment
CIPFA
3 Robert Street
London WC2N 6RL

- **Your Portfolio must be spiral bound.**
- Your Portfolio **should not**, under any circumstances, be sent in a Ring Bound Folder or other type of file as these are liable to come open or get damaged in transit.
- You should complete an IPDS Portfolio Cover Sheet and attach this to the front of your Portfolio. This form can be downloaded from the CIPFA website at: http://www.cipfa.org.uk/eandt/download/ipds_cover_sheet.doc
- Presentation of your Portfolio is important. Small things, such as page numbers, clear titles etc all help the Assessor when reading your Portfolio.
- Please check that your Portfolio is complete before it is sent to CIPFA. For example, the number of days logged adds to at least 400 days.

- Make sure that your Portfolio is in a secure envelope or posting bag to arrive in good condition at CIPFA.
- We advise that use a secure delivery service to send your IPDS Portfolio to CIPFA.

2. Fees

- The initial fee to submit your IPDS Portfolio is £200. Payment should accompany your IPDS Portfolio Entry Form – see 1(a).
- If your Portfolio is found to be incomplete, it will be returned to you and you will be required to pay an additional fee of £50 to re-submit the completed Portfolio.
- Pending submission – fee £50.
- Re-submit and second interview – fee £200.

3. Withdrawal of IPDS Portfolio

If you decide to withdraw your Portfolio:

- Before the IPDS Portfolio Entry Form closing date you can:
 - (i) receive a full refund of your IPDS Submission fee of £200, or
 - (ii) the IPDS Submission fee can be 'rolled-over' to the next IPDS cycle, but only if you are definitely going to submit your Portfolio in the next cycle.
- After the IPDS Entry Form deadline **but** 28 days before the IPDS Submission deadline you will receive a 50% refund of your IPDS Submission fee.
- Within 28 days of the IPDS Submission deadline – no refund of the IPDS Submission fee.

If for medical reasons or other extenuating circumstances a student withdraws or is not able to submit their IPDS Portfolio, a 75% refund of the IPDS Submission fee may be made if medical proof or an employer's letter is supplied.

4. IPDS Interview

- Please ensure that you bring your own copy of your IPDS Portfolio to the interview
- You are advised to arrive at your Centre about 30 minutes before your interview time
- If you cannot attend the interview due to illness or other extenuating circumstances, the interview will be reconvened for the next IPDS cycle and no fee will be payable. However, medical proof or an employer's letter will be required.

5. IPDS Results

You will receive your IPDS results from CIPFA within three weeks of your interview.

The results will fall into one of the following three categories:

- 'Submit' – your IPDS Portfolio has reached the required standard and you are now able to apply for membership of the Institute subject to you having completed and passed all the examinations.

- 'Pending' – your IPDS Portfolio has not reached the required standard but areas of re-work are minimal.
 - You will be required to re-work **only** those areas that do not reach the standard and re-submit these.
 - You will **not** be required to attend a second interview with the Assessor.
 - The fee for Pending submission is £50.
 - Guidance will be provided by the Assessor on where your Portfolio is weak and needs re-work.
 - The re-work of your Portfolio will be submitted to the same Assessor who assessed your initial submission.

Note: If your Portfolio is classed as 'Pending' and on review by the Assessor the re-work of your Portfolio is found to be not to the required standard you may be required to attend an interview with the Assessor which will include a fee of £200.

The criteria for a 'Pending' re-submission are:

Students scoring under 3 but over 2.5 for reflection, or/and who have provided insufficient evidence.

- 'Re-submit' – your IPDS Portfolio has not reached the required standard and the Portfolio requires to be re-submitted in total.
 - You will also be required to attend a second interview with the Assessor.
 - The fee for Re-submit submission is £200.
 - Guidance will be provided by the Assessor on where your Portfolio is weak and requires re-work.
 - When re-submitting your portfolio you should attach a statement indicating the areas that have been re-worked.
 - Your re-worked IPDS Portfolio will be submitted to the same Assessor who assessed your initial submission.

6. IPDS Appeals

You should follow the same Appeals Procedure as that for the examinations (full details available on the website) if you wish to appeal against your IPDS result.

7. Further Information and Queries

For further information about IPDS please go to www.cipfa.org.uk or contact the Etis Helpline:

Email: etis@cipfa.org

Tel: 020 7543 5678

If you have any technical or administrative queries please contact the Etis Helpline. Please note that all technical queries relating to the IPDS Portfolio **must** be emailed to the Helpline. We aim to provide an answer to technical queries within 5 working days.