

ask the SLCC for its privacy policy. The contents of your portfolio are treated in confidence by all concerned. Portfolios are stored securely on EMMA and are frequently backed up. It is the SLCC's responsibility to ensure that all portfolios and records are

secure. As required by Ascentis, portfolios are archived three years after a completion date or end date (if a portfolio is not completed). You should download or print anything you wish to keep for reference.

What is the policy on word limits? Some activities have a word limit to ensure that you write concisely. You can exceed the word limit by up to 10%. A word limit of 400 words means a maximum of 440. If you under-use the word limit by more than 10% you might have missed vital items of information. If no word limit is given, you still write concisely and keep to the point.

- You can use bullet points to be more concise; ensure that they are properly formatted and fit the stem sentence appropriately.
- Footnotes can be used to expand on a point as long as substantive information required as a significant element of the task is included in the main body of the text.
- References to legislation are not counted; they can be put in footnotes. Note that legislation includes name, date, section, sub-section, schedule, paragraph or regulation.
- You should note the word count on any written work with a word limit. Headings and footnotes are not included in the word count.

How do annotations work?

Annotations are notes attached to a document. They can be written into a document using highlighting, comment boxes, footnotes or endnotes or can be put into an accompanying document. In fact it is helpful to the assessor if you introduce your annotated documents with an uploaded sheet of notes laid out in the standard format; they should also cover the bullet points below. You are not expected to write everything you know in annotations but to select key points that demonstrate exactly what is required. In addition to any annotations specified in the task, you include (if relevant in each case):

- your perspective (did you create, amend, oversee, use or simply study the document); it must be crystal clear to the assessors and verifiers whether you are annotating documents created by yourself or someone else
- a note of how the council or councillors use the document
- important legal references
- a note of how the document might be improved.

All candidates seeking CiLCA Wales, should make sure that their documents, explanations and annotations demonstrate a proper understanding of the Welsh Language Act. Welsh candidates should also note that the word 'national' can refer to Wales, England or the UK as appropriate.

If you work for more than one council, you can use documents from different councils but do make this clear. If you are not a member or employee of a specific council you should link up with a council that will share documents with you. If you need help in identifying a supportive council you ask your training provider to help.