SKILLSFOLIO

User Manual

For Trainees and Trainers

Your Skills, Your Story

A national ePortfolio system for TVET trainees and trainers in Kenya

Contents

1. Welcome to Skillsfolio

Skillsfolio is a national ePortfolio platform for Technical and Vocational Education and Training (TVET) trainees and trainers in Kenya. It gives every trainee a single place to build a verified record of their theory and practical work, track marks unit by unit, generate a professional CV, and share their story — while giving trainers a straightforward queue for reviewing and scoring that work.

This manual covers the two accounts you'll use day to day: the trainee (student) account and the trainer account. Institution coordinator and national admin accounts are set up separately by the institution or the national team, so they aren't covered here.

> **Who is this manual for?**
> Trainees (students) and trainers. If you're an institution coordinator or national administrator, ask your Skillsfolio administrator for the separate admin guide.

2. Getting Started

2.1 Creating an account

Open the Skillsfolio site and choose "Create account" on the welcome screen, then fill in:

- Full name and email address.
- A password of at least 6 characters.
- Your **institution** — select it from the list. If you can't find it, use the *"Can't find your institution?"* link to send a request to the national admin to have it added.
- Your role — **Student** or **Trainer**.
- Students only: your **cohort** (which narrows automatically once you pick your institution) and your **admission number**.
- Tick the box agreeing to the *Terms & Conditions*, *Privacy Policy*, *and Disclaimer* — all three open in a new tab if you want to read them first.

Then select "Create account." You'll be signed in immediately and taken to your dashboard.

2.2 Logging in

Enter your email and password on the "Log in" tab of the welcome screen. If you've forgotten your password:

1. Select "Forgot password?" and enter your account email.
2. If that email is registered, a 6-digit reset code is sent to it. The code expires after 15 minutes, so request a fresh one if it doesn't arrive in time.
3. Enter the code along with a new password (at least 6 characters) to finish resetting it.

2.3 Finding your way around

Once you're logged in, the top bar always shows your institution, your role, your plan status (Free trial or Premium — more on that in Section 6), your name, a dark-mode toggle, and a Log out button. Selecting your plan badge jumps straight to the Billing tab. Below that is a row of tabs — these differ depending on whether you're a trainee or a trainer, and are covered in Sections 3 and 4.

3. How Evidence, Units, and Marks Work

Before walking through the tabs, it helps to understand the model Skillsfolio is built on — the same model applies whether you're a trainee submitting work or a trainer reviewing it.

3.1 Units and slots

Your coursework is organised into units (e.g. “Unit 1: Domestic Wiring”). Each unit has six evidence slots, split into two groups:

- **Written / Oral Evidence** — Theory 1, Theory 2, Theory 3
- **Practical Evidence** — Practical 1, Practical 2, Practical 3

Each slot can hold more than one supporting file if needed (for example a checklist plus a photo plus a short video) — they all share the one slot and the one mark. A unit's Theory average and Practical average are calculated automatically once slots are verified and scored.

3.2 Evidence status

Status	What it means
Pending	Submitted and waiting for the trainer to review it.
Verified	Reviewed and approved by the trainer, with a mark recorded if one was given.
Needs revision	The trainer has asked for changes — check the feedback note and resubmit.

3.3 Ways to submit evidence

Evidence can be a file you upload directly, or a link to something already hosted elsewhere:

- **Upload a file** — PDF, image (JPG/PNG), or video (MP4/WebM/OGG/QuickTime).
- **Link a YouTube video** — paste the video URL.
- **Link a Google Drive file** — paste the share link. Set sharing to “Anyone with the link” in Google Drive first, or your trainer won't be able to open it.

4. For Trainees

A trainee account has six tabs: My Portfolio, Add Evidence, Share Your Story, My Profile, CV Builder, and Billing.

4.1 My Portfolio

This is your home tab — it shows every unit you've submitted work for as a card, each with a portfolio-strength meter (how many of the six slots are verified) and an average score once marks are in. Selecting a unit card opens the full evidence table for that unit, where you can:

- Select “+ Upload” on any empty slot to add evidence straight into it.
- Select a filled slot to see its status, files, marks, and any feedback from your trainer.

At the top of My Portfolio there's also a Course / Unit Reference Documents panel — use it to keep a copy of the Occupational Standards (OS) and Curriculum for each unit for your own reference. These don't count as evidence and don't affect any mark.

An “Export Evidence Report” button produces a printable summary of everything you've submitted.

4.2 Add Evidence

Use this tab whenever you have something new to submit. Fill in:

- Unit — type the unit name (previous units you've used are suggested as you type).
- Evidence slot — choose which of the six slots this belongs to.
- Trainer / verifier — who should review it (defaults to your assigned trainer).
- Caption — a short note on what the file shows.
- Evidence type — upload a file, or link a YouTube/Google Drive item.

Upload size limits depend on your plan and file type:

Plan status	PDF / image	Video
Premium	Up to 10MB	Up to 50MB
Free trial (active)	Up to 10MB	Up to 20MB
Trial expired	Up to 5MB	Not accepted — no video or YouTube links

> **Account expired?**
> You can still submit PDF or image evidence (up to 5MB) while expired — your trainer can still review and score it — but you won't be able to view your own portfolio again until you renew from the Billing tab.

4.3 Share Your Story

Tell other trainees what Skillsfolio (or your training) has helped you achieve. Add your role/trade, your story, and optionally a photo or short video (max 8MB photo / 20MB video) or a YouTube link. Submissions are reviewed by the national team before they appear on the public landing page — you can track each submission's status (Pending review, Live on the site, or Not published) at the bottom of this tab.

4.4 My Profile

My Profile is the source for everything on your CV, and also produces your official printable registration form. Fill in as much as you can — the more complete it is, the stronger your CV. It's organised into sections:

- Photo & Contact — profile photo (JPG/PNG/WebP, max 4MB), trade/course title, phone, location, LinkedIn or portfolio link.
- Identity & Registration — exam registration code, National ID number, and date of birth. If you're under 18, type “Minor” instead of a date of birth. This section is used for official records and your Export Profile form — it never appears on your public CV.
- About Your Course — describe the course and what you expect to gain from it.
- Career Objective, Personal Profile, and Hobbies & Interests.
- Technical Skills & Competencies — add as many skills as you like, each rated Basic, Competent, or Advanced.
- Education & Training — other qualifications (e.g. KCSE, a prior certificate); your current Skillsfolio programme is added to your CV automatically.
- Industrial Attachment / Internship, and Certificates, Awards & Achievements.
- Digital Skills and Soft Skills — tick the ones that apply, or add your own.
- Online Portfolio & Links — a Google Drive/OneDrive folder, GitHub, YouTube, personal website, or another portfolio link.
- Active Links to Evidence — a table Skillsfolio builds for you automatically, listing every unit, description, mark, and a direct link to each piece of evidence on file. It's also included on your Export Profile printout.
- Referees — add one or more, with name, position, organisation, phone, and email.

Tick the declaration checkbox confirming the information and linked evidence is genuinely yours, then select “Save Profile.”

> **Export Profile (Official Form)**
>
> Produces a printable form with your full registration details, including your ID number and date of birth. It stays private to your own logged-in session — unlike your CV link, it is not a shareable public link.

4.5 CV Builder

Skillsfolio turns your profile and verified evidence into a full TVET-style CV automatically. On this tab you can:

- Choose your best work — pick up to 3 pieces of verified evidence to feature under “Evidence of Practical Work” (each with your own short description), and up to 5 as linked “Work Samples.” Only verified evidence can be chosen.
- View / Print My CV — available once you're on Premium.
- Copy Shareable Link — gives anyone (an employer, for example) a link to view your CV, without needing a Skillsfolio account themselves.

4.6 Billing

Covered together with the trainer version in Section 5, since the rules and screens are identical for both roles.

5. Plans, Billing, and Storage (Trainees & Trainers)

5.1 Free trial vs. Premium

Every account starts on a 3-month free trial. Once it ends, you'll need Premium to keep viewing your portfolio/CV and to unlock the higher upload limits shown in the table below. Premium is billed monthly or annually through whichever payment provider your national admin has active — Pesapal or Paystack, both of which accept M-Pesa and card payments. The Billing tab always shows which one is currently processing payments.

	Free	Premium
Account access	3-month trial	Renews monthly or annually
Video upload size	Up to 20MB	Up to 50MB
PDF / image size	Up to 10MB	Up to 10MB

On the Billing tab, select “Upgrade” (or “Renew” if you're already Premium) Monthly or Annual to check out through the active payment provider.

5.2 Buying extra storage

This is where you buy additional space if your uploads are getting close to your account's storage cap — it's a Premium add-on, found in the Extra Storage panel at the bottom of the Billing tab, below the plan comparison table. It shows how much of your storage allowance you've used, lets you buy extra in multiples of 5MB (up to 1000MB) at a per-5MB price added to your monthly Premium cost, and lists any top-ups you've already bought with a Cancel option next to each.

> **Hit your storage limit while uploading?**
> If an upload is rejected for going over your storage allowance, Skillsfolio will redirect you straight to the Billing tab so you can buy more space without hunting for it.

6. For Trainers

A trainer account has seven tabs: Verification Queue, My Students, My Evidence, Add Evidence, Export Marks, My Profile, and Billing.

6.1 Verification Queue

This is your home tab — every piece of evidence your students have submitted, grouped by student and unit, in the same eight-column Theory/Practical layout trainees see on their own portfolios. Select any filled slot to open the review panel, where you can:

- View every file attached to that slot.
- Enter a mark (optional).
- Select “Approve” to verify it, or “Request revision” to send it back with feedback.

- Select “Reopen” on an already-verified item if you need to review it again.

6.2 My Students

Browse your assigned cohorts as cards; selecting one opens its roster and the same evidence table used in the Verification Queue, scoped to that cohort. From here you can also export a printable evidence report for any individual student in the cohort.

6.3 My Evidence

Trainers can hold their own evidence too — professional certifications and assessment records. This tab lists what you've uploaded for yourself, with an “Export Evidence Report” button, same as trainees get on My Portfolio.

6.4 Add Evidence

Used for your own certifications: give it a Title, an optional unit/subject, a caption, and either upload a file or link a YouTube/Google Drive item. The same plan-based size limits from Section 4.2 apply.

6.5 Export Marks

Download verified marks for physical approval by the head of institution. Filter by Cohort and Unit (only your own cohorts and the evidence you've personally verified are included), then choose either:

- Download Excel (CSV) — a spreadsheet with cohort, admission number, student name, unit, each Theory/Practical slot mark, both averages, and the date verified.
- Open printable sheet (PDF) — the same data laid out as a signable sheet, with a signature line for you and for the head of institution.

6.6 My Profile & Billing

Identical to the trainee versions described in Sections 4.4 and 5 — your profile still feeds a CV (useful for your own professional record), and the same Free trial / Premium / storage rules apply to trainer accounts.

7. Tips & Frequently Asked Questions

7.1 General tips

- **Dark mode** — toggle it any time with the moon/sun icon in the top bar; your choice is remembered.
- **Plan badge** — the coloured pill next to your name in the top bar shows your trial/Premium status at a glance; selecting it jumps straight to Billing.
- **Changing institution or cohort** — this isn't self-service from My Profile; ask your institution coordinator or trainer to update it for you.

7.2 Frequently asked questions

I forgot my password — what do I do?

Select “Forgot password?” on the login screen, enter your account email, and follow the 6-digit code sent to it. The code is valid for 15 minutes.

Why won't my file upload?

Check the file type and size against the limits in Section 4.2 — they depend on whether you're on Premium, on an active free trial, or expired. If your trial has expired, only PDF or image files up to 5MB are accepted, and video/YouTube links are disabled until you renew.

Where do I buy extra storage?

Billing tab — the Extra Storage panel underneath the plan comparison table. It's a Premium add-on; if you're not on Premium yet you'll see an upgrade prompt there instead of the purchase form.

My Google Drive link won't open for my trainer/coordinator.

Set the file's sharing setting to “Anyone with the link” in Google Drive before submitting it — by default Drive links are private and no one else can open them.

Can someone view my CV without a Skillsfolio account?

Yes — use “Copy Shareable Link” on the CV Builder tab. Anyone with that link can view it without signing in, which makes it easy to send to a prospective employer.

My account expired — have I lost my work?

No. Nothing is deleted. You just can't view your portfolio, CV, or profile export until you renew from the Billing tab — and you can still submit new evidence (PDF/image, up to 5MB) in the meantime for your trainer to keep reviewing.

Can my institution pay for my Premium instead of me?

Yes — your institution's coordinator can request and pay for Premium on your behalf, for one month or several at once. If they do, your Billing tab simply shows your extended Premium date; there's nothing extra for you to do. In rare cases — for example, if an institution's payment isn't kept up — the national admin can also revoke Premium, which drops the account back to the free-trial limits described above.
