

## The Caley Growing Awards – The Verification Process

All of the Caley's Growing Awards need to be verified before participants can receive their certificates. This guide will lead you through the verification process.

Firstly, we advise that Award Portfolios are completed as your learners or participants work through their Award, by filling out details and taking pictures daily or weekly as you work on the award. Doing this will reduce the admin required at the end of the Award to compile all the information. This does mean that admin time will be needed as part of the Award scheduling.

We also recommend that you log the number of hours your learners or participants have spent working on the Award, as this helps us see just how much time has been dedicated. In the Grow & Learn Awards there are additional pages for **Roots** and **Nurture** called the 'Record of gardening hours tracker'. These trackers will help you log the number of hours each learner completes, and you can find these alongside the portfolio in the resources section of The Caley website.

There are three methods for verifying your Awards, either digitally, in person or by post. All the methods vary in terms of time, requirements and costs. Please see details of the three methods below.

### The Digital Verification Process

1. Complete your portfolio(s) for your chosen Grow & Learn Award, **Roots** or **Nurture**.
1. Send your portfolio(s) to us.  
For Grow & Learn **Roots** or **Nurture** Awards email your portfolio to [growandlearn@rchs.co.uk](mailto:growandlearn@rchs.co.uk)  
If your portfolio(s) are too large to be sent by email then please use WeTransfer, Google Drive file share, Microsoft file share or another file sharing option to transfer the portfolio(s) to us.
2. We will then verify your portfolio(s).  
If at this point, there is something vital missing from your portfolio(s) we will be in contact to let you know. This may require edits on your side but hopefully not too much work.  
If your learner's portfolio(s) look great they will be passed for their Grow & Learn Award.
3. Once verification is complete you will receive a confirmation email letting you know that your learners have achieved their Awards. You will then be sent the invoice for the Verification fees.  
Verification Fees for all our Grow & Learn Awards are **£25 per person**.
4. Once the verification invoice fee is paid you will receive your certificates and badges via post. Congratulations to you and your learners!

### The In-Person Verification Process

2. Complete your portfolio(s) for your chosen Grow & Learn Award, **Roots** or **Nurture**.
3. Contact us asking for a verification visit. We will then send you the 'Visit Enquiry Form'.
4. Fill out the 'Visit Enquiry Form' and select the verification visit option. Then return the form to [growandlearn@rchs.co.uk](mailto:growandlearn@rchs.co.uk) with potential dates or options of the best days for your Grow & Learn Award visit.
5. We will then send you an invoice for the visit payment of £65 plus mileage.
6. Once this is paid, we will arrange a visit for us or one of our verifiers to come along and verify your portfolios.  
On the day of the visit, if there is something vital missing from your portfolio(s) we will let you know. This may require edits on your side but hopefully not too much work.  
If your learner's portfolio(s) look great on the day your learners will be passed there and then and will have achieved their Grow & Learn Award.
5. This will then be reported back to our Horticultural Educator, and we will email you the invoice for the Verification fees.  
Verification Fees for all our Grow & Learn Awards are **£25 per person**.
6. Once the verification invoice fee is paid you will receive your certificates and badges via post or you can arrange to have a visit from us to present them instead. Congratulations to you and your learners!

### The Postage Verification Process

1. Complete your paper portfolio(s) for your chosen Grow & Learn Award, **Roots** or **Nurture**.
2. Send your portfolio(s) to us. When doing this we ask that you please pay for postage or delivery. To send your portfolio(s) you could use Royal Mail or a delivery company, e.g. Evri, etc.  
Please send your portfolio(s) to;

**The Royal Caledonian Horticultural Society (RCHS)**  
**Stable Block, Saughton Park**  
**60a Ford's Road**  
**Edinburgh**  
**EH11 3HR**

3. Once we receive your portfolio(s) we will then verify them.  
If at this point, there is something vital missing from your portfolio (s) we will be in contact to let you know.  
If your learner's portfolio(s) look great they will be passed for their Grow & Learn Award.

4. Once verification is complete you will receive a confirmation email letting you know that your learners have achieved their Awards. You will then be sent the invoice for the Verification fees.

Verification Fees for all our Grow & Learn Awards are **£25 per person**.

**Please Note:** If you would like your portfolio(s) returned to you, we ask that you either include a prepaid stamp/envelope or are willing to be charged for the return postage of your portfolio(s) when invoiced for the verification fees.

5. Once the verification invoice fee is paid you will receive your certificates and badges via post. Congratulations to you and your learners!

**Please note:** All site visits will be charged going forward due to the time required to verify portfolios and the increased costs of travel.

If you have any questions about the Verification Process or need help with anything else regarding the Awards, please contact [growandlearn@rchs.co.uk](mailto:growandlearn@rchs.co.uk)