

## Layout, references and annotations

### Layout

You are strongly advised to follow the layout suggested on templates available for LOs 1, 2, 3, 4, 8 and 10. These can be adapted for all other LOs.

Note the information that could go in the header and footer and use the full LO as a title. The headings then help you to structure your answer to the task.

Note that every piece of work written should be dated to demonstrate currency. Assessors will use this as a general guide.

- Explanations, written notes and other written evidence (eg an article) that you produce should be dated and valid at this date.
- Where no date is given on the evidence the relevant date will be the date of submission. Content should be valid at this date. Annotations can indicate if legislation has been updated within a reasonable timescale.
- Evidence that you have written will normally have been completed within the previous six months. You are not required to go back over such work to check that it is up to date before submitting. However, you **should** re-visit your work if it is over six months old.

You are strongly advised to number and then respond to each assessment criterion separately and clearly, to help the assessor find what they are looking for. This also helps to ensure that nothing is missed.

### The footnote tool

In Word, you can easily add footnotes. Put your cursor in the exact spot where you want the footnote number to go. In Windows, look for the *References* tab where you will find a link to *Insert Footnote*. Click, and the number for the footnote will appear with a space for the footnote at the bottom of the page. You go to that space and write in your footnote.

If you insert a new footnote earlier in the document, Word will adjust the numbering automatically.

If a document has a word limit, you should put legal references in footnotes unless the legislation is a substantive element of the task (as in LO7).

If a document is explaining annotations, legal references can go in the main text as there are no word limits. You may also put legal references in the document being annotated using the comment tool. The next sections give further information on how the annotations can work.

### An annotations document

When you are asked to annotate council documents, it is helpful to write a separate annotations document in Word explaining your responses to the four bullet points on p8 of the Portfolio Guide. This ensures that the assessor can find your responses easily.

However, you may need to point your assessor in the direction of specific content in the council documents or add legal references and other comments on the council documents themselves. You can use the comment tool for legal references and other comments within

the actual council documents (eg points for improvement). You can also highlight text in the council document, again so that the assessor can find it.

You need to point the assessor in the direction of comments, highlighting and references in the council documents. You can do this in the main annotations document by noting what is covered by comments in the council document(s). The key is to ensure that the assessor can find your evidence without spending time searching for it.

### The comment tool

It is useful to insert comments alongside a document being annotated. This means that the original document isn't affected by the comments and the comments are positioned neatly alongside the relevant text.

Select the text that is related to the comment (hold down the left click of the mouse and move it over the relevant text). In Windows, look for the *Review* tab where you will find a link to *New Comment*. Click, and the box for the comment will appear to the side of the page. You go to that box and write in your comment. You can also delete and edit your comment.

If no comment is required, you can highlight text without comment so that your assessor can find it easily.

### More on legal references

There is a format for writing legal references. For example: *Local Government Act 1972 s137*

- Always give the full title of the Act the first time you use it. After that, you can use shorthand (eg LGA 1972).
- Always put the date of the Act.
- S137 refers to section 137. With more than one section it's ss145-150 (double s).

Most legislation includes schedules that provide procedural detail such as Schedule 12 of the LGA 1972. We often refer to *LGA 1972 Sch12 para 10(2)(b)*. Oddly the sections in a schedule are called paragraphs – just to confuse.