Portfolio Assembly Guidelines

1. Connect with the Advisor

Discuss how and when your portfolio will be completed. Review the portfolio components.

2. Review Format

Review the various formats for completing the portfolio and consider what works best for you.

3. Collect Documents

Ensure that you have the correct course outlines. Then consider what artifacts will best demonstrate your acquisition of the outcomes.

4. Professional History

Complete your professional history and table of contents. Submit to Bb for feedback

5. Gather and add artifacts

Artifacts are collected and added to the portfolio to support the course learning outcomes.

6. Complete reflections

Reflections are made for the documents and artifacts used to support each course learning outcome.

7. First Artifact Draft

Complete the first artifact including supporting evidence and written reflection. Submit to Bb for feedback

8. Final Portfolio

Complete the remaining artifacts including written reflection and supporting evidence.
Submit to Bb for final evaluation.

Loyalist College PLAR Portfolio Development

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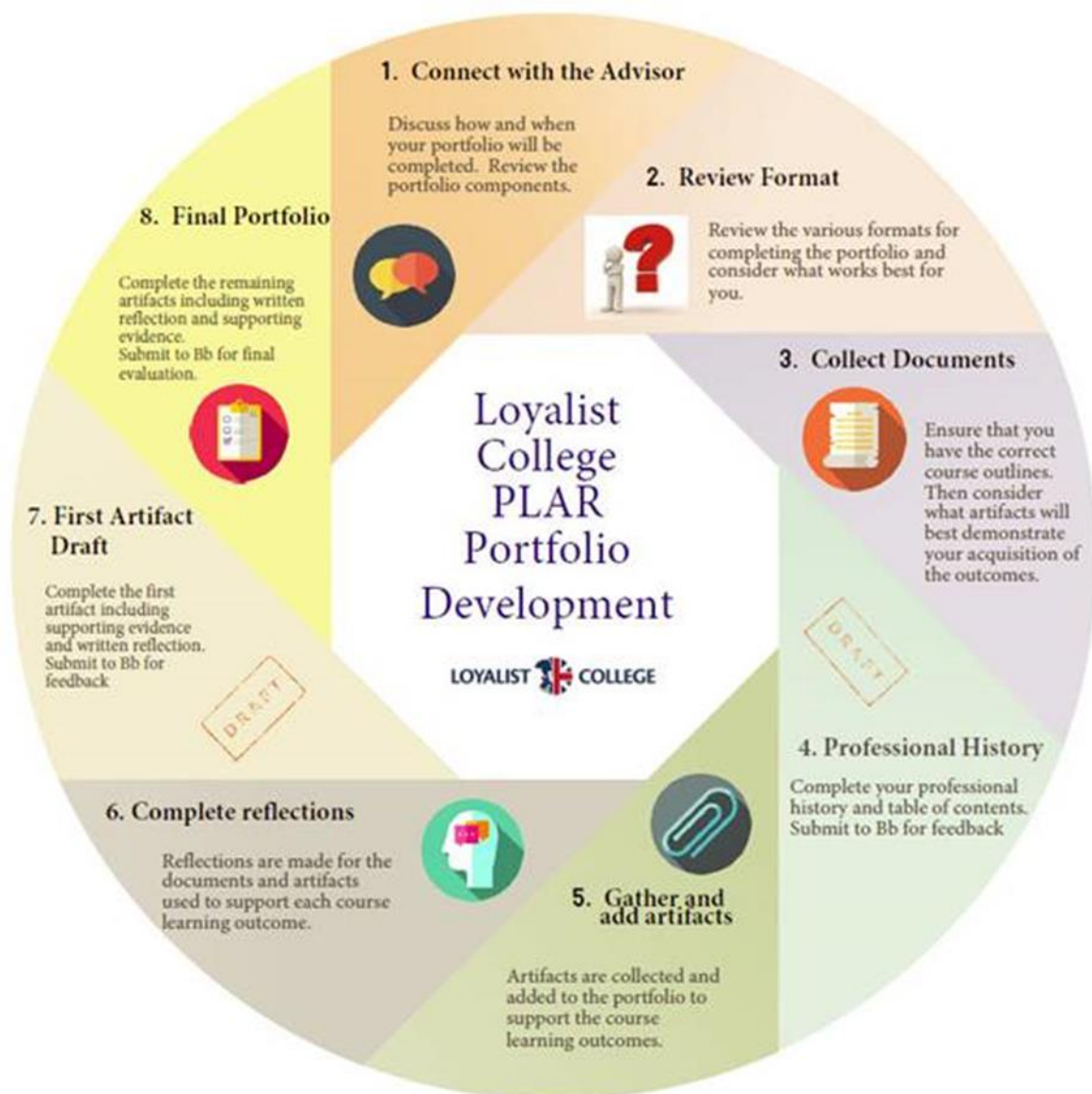
Portfolio Assembly Guidelines

The following guidelines are provided to assist you in the assembly of a portfolio for Prior Learning Assessment and Recognition (PLAR). Read the guidelines carefully and include each component as described in these guidelines.

What is a portfolio?

A portfolio is a detailed document developed by the learner, kept in a binder, e-portfolio, file or a folder which articulates and documents their learning acquired through work, study and life experience in relation to the learning outcomes of the course(s).

The portfolio must adequately:

- Identify and describe your relevant learning accomplishments including knowledge, skills, competencies and abilities

- Show a match between learning achievements and the learning outcomes of the course

- Verify these learning accomplishments with supportive documents

What are the Essential Component Parts of an Educational Portfolio?

1. **The Introduction**

A cover letter, which states your request to have your learning assessed for post-secondary credit:

- Not more than one page

- Written in a narrative form

- Introduce yourself and the purpose for the portfolio

2. **Résumé**

- The résumé is a general summary of your education and employment background.

- It should be written to emphasize your strengths and abilities to highlight your accomplishments.

- The following areas of information should be included:
  o Education
  o Work experience
  o Activities and interests
  o Career goals
  o References

3. Course Match Document (CMD)

This section is the key element in the portfolio. It demonstrates your ability to distinguish between experience and learning. Credit is awarded for the learning that has resulted from workplace experience. The course outline will indicate the learning requirements and the embedded knowledge and skill.

The CMD is prepared in a four-column format using the following headings:

- • Course Learning Outcomes

- • Description of Experience

- • Learning from Experience

- • Documentation

Course Match Document Sample

Course Code (SSWP2010)	Course Name (Building Community Capacity)		
Course Learning Outcomes	**Description of Experience**	**Learning From Experience**	**Documentation**
Outcome #1 Explain current issues that influence the various roles of an early childhood educator within a Canadian context.	Prepared PowerPoint presentation for staff meeting for Standard 2	ABC Child Care ECE assistant (2018 – 2020)	Letter from employer Artefact #1
	Participated in small group activity to discuss Code of Ethics during staff meeting.		Link to College of ECE standards of practice Artefact #2
	Demonstrated role awareness during day-to-day responsibilities.		PowerPoint presentation Artefact #3
Outcome #2			

4. Index to Documentation

If submitted in hard copy format the documentation should be filed under A-Z index tabs.

5. Documents to Support the Learning

The purpose of the documentation section of your portfolio is to provide evidence of the learning you have described. Just as students in a classroom must provide evidence of their learning in the form of book reports, oral presentations, research papers or exams, you will be expected to demonstrate evidence that you possess the knowledge or skills based on the course learning outcomes.

Documentation may take many forms:

- Course materials from workplace training

- An official transcript of a company training course you have taken

- Video

- A letter from a former employer outlining your job responsibilities and describing your performance

- Examples of your computer skills

- Pictures

- Other

Documentation resources usually fall into two categories – direct and indirect.

Direct Documentation

Direct documentation refers to products you have created, performances you have given, reports you have written, marketing plans you have produced, etc. In most cases, direct documentation serves as the strongest evidence that you really do know what you say you know or have the skills you say you have. You must be prepared to prove, however, that the evidence or product was created by you.

Examples of direct documentation include:

- Organizational reports you have compiled and written, in whole or in part

- Video of speeches, talks, training or performances you have given

- Training plans you have created

In all of these forms of direct documentation, there must be some form of validation that the evidence is yours or a clear indication of the part that you actually played in the preparation of the whole. Original signatures, printed acknowledgments or accompanying letters of confirmation may provide that validation.

Indirect documentation

Indirect documentation is usually information about you and your accomplishments.

Examples of indirect documentation include:

- Letters written on your behalf by employers, co-workers, business partners, business consultants, teachers, church, community or government leaders, or professional association members

- Commendations you may have received (awards, medals, official recommendations)

- Official personnel evaluations by your supervisor

- Transcripts showing test results of college courses passed or documenting completion of training program

- Program notes from performances you have given or exhibits in which you have shown your work

- Trade industry or newspaper articles about you

Weak sources of documentation, which should be avoided, include:

- Letters from family members

- Newspaper clippings about events in which you say you participated but which do not mention you

- Job evaluations that are not specific about what you actually did or what skills you exhibited. Job evaluation that merely states you were a good employee, or even a superb employee, is poor documentation for your skills and learning

How do I put the Portfolio Together?

Make the portfolio easy for the reader to understand.

Selective: Only those facts, documents, and data which are directly connected with your credit request should be included in the portfolio. Avoid redundancy.

Logically organized: The plan or arrangement of the document should enable your readers to follow your thinking as they go from section to section.

Coherent: The connections among the parts should be understandable. Each section should be tied to the others and the assessor should not have to stop to question why you have included some information.

Neat, grammatically correct and clearly written: Ideally it should be done through word processing for appearance and ease of revision. Don't submit a handwritten document.

Submitting the Portfolio

The Portfolio should be submitted to either the program coordinator or faculty. The portfolio will be examined by the assessor to determine if all the components outlined in this guide are in place. In addition, the documentation section will be reviewed to determine if there is a clear link to the course learning requirements. If the documentation does not appear to be substantial, you may be asked to provide supplemental evidence.

The application form must be completed and payment made to the Registrar's office before the portfolio is sent to the assessor.

Notification of Results

Once the portfolio is returned by the assessor, you will be notified of the results by the assessor. The assessor will have completed a form detailing his/her assessment. That information will be made available to you.

Once the paperwork is complete, the grade will appear on your transcript.