# Topic: Personal and Career Development Portfolio

Evidence collected in an up-to-date portfolio provides a focus for parents and the Teacher, when reviewing the student's progress and when discussing, with students, the preparation and revision of their annual education plans.

To develop a portfolio, the Teacher needs to consider following factors:

- What are the categories of learning into which the portfolio will be divided?
- · For what learning will evidence be collected?
- · What are the key features of an effective portfolio?

#### 1. Types of Portfolios:

There are two types of portfolios -growth portfolios and best work portfolios

A growth portfolio tells the story of a student's growth as a learner. Because the Annual Education Plan involves the student in a process of setting goals, making plans to achieve them and revising goals and plans based on progress, the portfolio reflecting this process is a growth portfolio. This type of portfolio allows the student to collect evidence demonstrating development and growth over time. This portfolio can be used when students explain their progress to their parents and show the degree to which goals have been achieved. As part of an AEP review, students host a conference with their parents and Teacher twice per year.

As students progress through school, they may also select items from this portfolio to represent their best work and accomplishments. This evidence can be housed electronically, in a 'best work' portfolio that is useful in a variety of situations (e.g., interviews, application processes).

#### 2. Categories and Content:

The categories in the Portfolio represent learning in subjects and learning in the areas outlined. Based on this, some possible configurations follow:

#### Sample Organization-Portfolio #1:

- Categories based on learning in school subjects and Personal and Career Development Skills Areas of Learning
  - Category 1: Evidence of academic achievement
  - Category 2: Evidence of interpersonal development
  - Category 3: Evidence of student development
     Category 4: Evidence of career development including the an
  - Category 4: Evidence of career development including the annual education plan process

#### Sample Organization Portfolio #2:

- Categories based on Annual Education Plan goals
  - Category 1: Evidence of academic achievement
  - Category 2: Evidence of learning as a result of career and education exploration
  - Category 3: Evidence of learning through co-curricular and extracurricular activities
  - Category 4: Evidence of learning through community involvement

# **Portfolio Development For Career Planning**

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