

SR PLAR PORTFOLIO DEVELOPMENT

Learner Name: _____

Start Date: _____

Date of Completion: _____

Potential # of Credits: _____

Learner Signature: _____

Co-ordinator Comments:

Co-ordinator Signature: _____

Portfolio Format

What Does a Portfolio Look Like?

A portfolio can take various forms and is dependent on the portfolio's purpose. Generally, a portfolio is documented in a binder/folder, but it can also be digital. (We recommend Career Cruising – more on that later.) A portfolio being submitted to an academic institution (as will yours) will demonstrate learning that relates to specific learning outcomes – curriculum expectations. A personal portfolio may address learning more broadly, and a career or professional portfolio will highlight skills and learning in relation to a particular career path or profession.

A portfolio may be paper or digital. It may be creative and colourful, or it may be simple and plain. It may be broad in scope or targeted. All portfolios are meant to be **an organized representation of a person's skills and learning, with documented evidence as proof**. What Goes in the Portfolio?

Create a portfolio including the following content:

Task
<input type="checkbox"/> Application for Sr. Equivalent Credits
<input type="checkbox"/> Title Page (if printing-not necessary for Career Cruising)
<input type="checkbox"/> Table of Contents (if printing-not necessary for Career Cruising)
<input type="checkbox"/> Statement of Purpose (What will you use this portfolio for?) (Journal Entry Career Cruising)
<input type="checkbox"/> Career Cruising Plans (only print if necessary)
<input type="checkbox"/> Journal Entries as suggested by PLAR Advisor
<input type="checkbox"/> Documents, Artwork & Photos
<input type="checkbox"/> Documentation (proof, verification of learning; this may include Sr. PLAR Assessment worksheets)

Portfolio Supporting Documents

Below is a list of documents that past learners have provided as part of their learning portfolios. Please provide as many of these documents as you can. If there is something you would like to include that is not listed, please do so. Ask your instructor to see an example of a completed portfolio. **You can upload these documents to either My Activities and Experiences or My Journal in Career Cruising.** Please note that it is NOT necessary to print your Career Cruising IPP.

Documents to include but are not limited to:

Document
<input type="checkbox"/> Autobiography
<input type="checkbox"/> Resume (See professional for best results)
<input type="checkbox"/> Reference letters describing what “I can do/I have done”
<input type="checkbox"/> Past job description/requirements
<input type="checkbox"/> Performance Evaluations/emails or letters of support/recommendations
<input type="checkbox"/> Pay stubs, Record of Employment, T4
<input type="checkbox"/> Volunteer Positions, description and hours
<input type="checkbox"/> Samples/photos/videos of work/newspaper articles
<input type="checkbox"/> Diplomas/certificates/transcripts/licenses/tickets
<input type="checkbox"/> Workshops, conferences, memberships
<input type="checkbox"/> Monthly budget
<input type="checkbox"/> Rent receipts, rental agreements, mortgage payment, bill payments, insurance
<input type="checkbox"/> Journal entries – parenting, job, other skill or interests, hobbies, participation in clubs, sports etc.
<input type="checkbox"/> Children’s birth certificate, OHIP, baptismal certificate
<input type="checkbox"/> Driver License, Ownership, Insurance
<input type="checkbox"/> Passport
<input type="checkbox"/> Languages-written paragraph in front of instructor

Task: Career Cruising e-Portfolio

Module	Tasks	Date Completed
Logging into Career Cruising and creating an account	Go to www.careercruising.com Log on using the following information. Username: kawartha Password: schools Click on Login to My IPP . Click on Create My IPP ; you only need to do this once. Enter your information, including a personal Username and Password . This will get you directly in next time.	
IPP/Portfolio Homepage	View the Links to familiarize yourself with the website. Assignment 1: Complete Sr. Plar Application. Use the completed application as a guideline to write an autobiography in the Career Cruising journal.	
My Assessments	Click on My Assessments (left menu bar) Complete the assessments listed: Matchmaker, My Skills and Learning Styles (found under Assessments)	
My Careers	Explore careers of interest (you can use Career Matchmaker results by choosing one and saving or simply explore) My Careers. Save three careers of interest.	
My Education	Use this option to find colleges or apprenticeships that offer education and training you may need.	
My Goals & Plans	Use this area to write 1 year, 5 year and 10 year goals if required. You may also do so in the Journal section.	
My Activities and Experiences	Complete the activities listed under My Activities and Experiences : Extracurricular activities, Hobbies & Interests, Skills & Abilities, Awards & Certificates, Volunteer and Work Experiences. Describe in detail in the “Description” section for each of these categories. You can also upload documents and photos here. Under Skills & Abilities, describe how you have demonstrated the skills/abilities. It helps to answer: 1) What did I do? 2) Where? 3) When? 4) For how long? <i>Use your completed Sr. Plar Application to guide you in your entries. (copy and paste if you can)</i> If you do not have any certificates, then you can go to the following website and complete the WHMIS test and print a certificate. You can also complete Smart	

	Serve. Ask instructor for details. http://aixsafety.com/wp-content/uploads/2011/11/2WHMIISOcchealth.htm	
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Task: Career Cruising e-Portfolio

Module	Tasks	Date Completed
My Journal Find My Journal under your IPP.	<p>Create a statement of purpose – why are you compiling this portfolio?</p> <p>Describe any other prior learning experience or special abilities in this space that you were unable to include in any of the other categories. This tool allows you to express your thoughts and make connections between experience and learning and academic expectations.</p> <p>For example, are you a parent? If so, for how long and how many children do you have? What did you learn from being a parent? Describe the knowledge and skills you have as a result of this experience. Other journal entries can include: Travel, immigration, leadership qualities/experience, post-secondary education, living in another country, elder care, etc.</p> <p><i>Again, use your Sr. Plar Application to help you complete this section.</i></p>	
Next Steps	<p>Share your Career Cruising IPP with Senior Plar Advisor as soon as you feel ready. Click on Share My Plan. Scroll down to the bottom and check off REMAINING items to share with Advisor. Use the email addresses listed on the first page for the Sr.Plar Advisor.</p> <p>See your Instructor for directions on gathering documents as evidence for your learning and on creating your final portfolio. There is no need to print the Career Cruising material.</p>	
Remember	<p>Your Instructor is here to help you. Any questions or concerns can be answered. Support is important in this process; ideas can often be generated by discussing with others. Technical support and computer access is available.</p>	