



## Careers portfolio

# Careers Portfolio



Portfolios provide you with a personal record of your success or improvement in a range of areas. They are essential and relevant to your own career development.

Your personal portfolio is a compilation of relevant work samples and documents gathered during your school years and presented in a structured manner.

It profiles your goals, progress, achievements and competencies in an organised, accessible and purposeful format, without overwhelming prospective employers.

You need to be responsible for keeping your portfolio safe, up to date and presentable.

The purpose of the portfolio is to:

- provide information on your progress;
- present your goals, progress, achievements and competencies to a range of audiences, including new schools and teachers, course enrolment counsellors, prospective employers and parents;
- establish a focus for a range of learning activities, including goal setting, decision making, pathway planning, prioritising and negotiating;
- enhance your self esteem by highlighting your positive achievements, including academic, sporting, leisure, work experience and cultural activities.

## Document collection

The collection part of the profiling process may be ongoing throughout your life.

When you are at school, you might include:

- cover sheet;
- passport size photograph of yourself;
- basic résumé or curriculum vitae;
- best samples of work from all school areas demonstrating identified competencies and outcome statements covered, e.g. set common assessment tasks, pieces of work in written or photographic form;
- a photocopy of your birth or citizenship certificate;
- copies of school reports;
- certificates of achievement, e.g. school based, first aid, life saving and sporting achievements;
- references – school, employment, character;
- awards;
- non school experiences of work, e.g. school, employer and community based certificates of participation or reports; and
- list of achievements.

Completed portfolios can be used to assist you with the selection of units for further study. They can include goal statements, pathway plans and interest inventory results.

## Presentation

Once you have collected material and produced a range of items for your portfolio, you need to design a way to present the information and work out ideas on how and when it can be used.

**The portfolio can be drawn on for different purposes.  
Not all of the material will be used for every situation.**



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### Portfolio development



A career portfolio develops as your life changes. Even when you are in a permanent job, remember to keep your portfolio up to date. You need to be able to access this information quickly, so you can take up any opportunities when they come up. Anything you save and organise now will help you prepare for a future job search or career change.

Save copies of things you have written, projects and ideas on which you have worked, and notes on activities and decisions you have made that resulted in positive outcomes. Think about how a document or some notes may help you in a future job search. But if in doubt, keep it.

Remember to check through your portfolio when using it for a particular application to ensure that everything is targeted and beneficial for that specific purpose.

### Electronic Portfolios (e-portfolios)

Electronic portfolios use multimedia (text, graphics, animation, sound and video) to display your information. It may be presented on CD-ROM, floppy disk or online. Having a logical and professionally presented electronic portfolio

- allows you to store and update your material easily; and
- shows you're an information technology savvy job seeker.

An electronic portfolio may use a variety of media and software such as:

- HTML pages, CD-ROM, powerpoint slideshow;
- digital video and images, audio files.

The format of your electronic portfolio may be either:

- **linear** which is commonly recognised as a slideshow (e.g. powerpoint)
- **non-linear** which can be a multimedia type of resource such as web pages.

**Remember, like all portfolios, an electronic portfolio needs to be organised into a logical grouping and/or logical sequence**



## *Careers portfolio peer assessment*



Student name:

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Date presented:

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Portfolio aspect	No	Yes	Excel- lent
1. Presentation is neat and tidy			
2. Cover page			
3. Resume			
4. Photocopy of birth or citizenship certificate			
5. School reports			
6. Samples of school work from all learning areas			
7. Certificates of achievement and other awards			
8. Non school based experiences demonstrated			
9. Work experience reports			
10. References and/or referee list			
11. Correct spelling and grammar			
12. The person 'sells' themselves well			

Comments:

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Signed:

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