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PATHWAY
PLANNING

PERSONAL PORTFOLIO

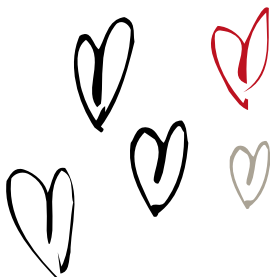
PERSONAL PORTFOLIO



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MY PLAN
FOR MY FUTURE

PERSONAL PORTFOLIO

It is suggested that Year 9 students begin to develop a personal portfolio as part of their pathway planning process.

In a rapidly changing and complex world, today's students will need to be active managers and negotiators of their own life, learning and work. Developing and using a personal portfolio is one tool that can help them do this.

What is a personal portfolio?

A personal portfolio is a purposeful collection of materials gathered by a student over time which profiles who they are and what they can do. It is a visual representation of their achievements, goals, skills, qualities, progress and experiences.

A personal portfolio is a valuable tool for futures planning. The skills required to effectively reflect on and manage a personal portfolio are ones which will be valuable to the student throughout life and are transferable to other situations.

Developing and using a personal portfolio that is regularly reviewed and updated provides opportunities for students to:

- promote themselves to a range of people including prospective employers or further education and training providers
- confidently articulate their skills, competencies and attributes by tracking progress and development
- focus their learning
- build positive self-esteem by profiling achievement from a range of activities and experiences at school, at home and in the community
- develop new insights about themselves and the world of work
- manage a range of life and work transitions
- provide evidence of potential by demonstrating past accomplishments



Developing a personal portfolio

Developing a portfolio is both a process and a product and involves a number of stages including collecting, documenting, reflecting, selecting and presenting. Through a process of reflection and selection, students can draw on material from their personal portfolio for a range of purposes and audiences including a demonstration of their achievements and to support applications.

A particular purpose portfolio created from the personal portfolio is sometimes called a presentation portfolio. In determining content and format of their presentation portfolio, students carefully consider purpose and audience. As part of their pathway planning process, Year 10 students are encouraged to develop a folio of their achievement to take to their next place of work or learning.

Personal portfolios can be created digitally or in hard-copy. Each student's personal portfolio will be different and may include:

- a resume
- educational records and certificates
- proof of identification
- written testimonials
- work exploration
- samples or photographs of work
- audio or video clips
- skills audit
- evidence of involvement in activities or programs
- evidence of work experience
- personal qualities

Copies of the Work Exploration and Skills and Attributes sections of the Year 9 Pathway Plan can be stored in the student's personal portfolio to be added to over time.

As an evolving document, a student's personal portfolio will continually change as they develop new skills, knowledge, understanding and direction.

More information on personal portfolios can be found in the Teaching and Learning Resources section of the My Plan for My Future – Additional Resources for Year 8-10

www.education.tas.gov.au/school/educators/support/guaranteeing-futures/pathway

