CAREER PORTFOLIOS

A portfolio is a place for students to organize information about themselves.
A portfolio is like a portable container used to keep a collection of documents, badges, school projects, certificates, photographs and report cards.
A portfolio gives a reasonably complete assessment of strengths and weaknesses and shows growth and development over time.
As students constantly grow and change, their collection in the portfolios can be updated and kept current. Creating a portfolio is the beginning of a lifelong process honoring individuality and life experiences. An Electronic Portfolio (like the one in **Career Cruising**) is just one type of "container" that can be used to store information and keep it organized. Please see your local Career Transitions Teacher   for usernames and passwords to sign in with your High School's log in.

In the middle years, portfolio development begins with student interests, skills, and abilities. Students should develop a growing awareness of their own capacity, their strengths and accomplishments. Beginning in grade 9, portfolio development should begin to reflect their growing awareness of career options and paths open to them.

In the high school, portfolio development should become more refined and should reflect a collection of interests, career explorations and materials needed to prepare them to leave school, whether into the workforce or post-secondary education.

The minimum items to be included in a student's portfolio are:
• Resume
• Self assessment and goal setting done in Career Cruising
• PAA module Record Sheet (Form)
• Student Academic Planning Guide (from MAT)

By grade 12 the career portfolio should have expanded to include additional items such as:
• Cover Letter
• Photograph
• Transcript
• A section including awards, certificates, samples of work, reference letters, etc.
• School Exit Survey

While a student's portfolio should leave with them at the end of grade 12, a copy of all pertinent documents should be retained at the school for use in applications for scholarships, awards and bursaries.