



Portfolio Guidelines

Portfolio Purpose

The purpose of the portfolio is to:

- Document the apprentice's learning/work throughout all four semesters of coursework.
- Develop a representation of their work and learning to share with others when appropriate.

Content

The portfolio is intended to be a sample of apprentice's learning and best work from each semester. Quality of work versus quantity of work is the focus of the portfolio.

A sample of the apprentice's classroom work will be placed into the portfolio each semester. The work samples from each semester will represent the variety of assignments in the Registered Apprenticeship for Child Development Specialist Curriculum and the completed portfolio will include one of each of the following types of assignments per semester:

- Reflection
- Research
- Relevant Experience
- Project

Presentation

The portfolio must follow a specific organization. The method of organization must be carried out by the apprentice for consistency throughout the four semesters. The specific order for documents is outlined by the Portfolio Table of Contents document. Basic guidelines for portfolio development are:

- Use a loose-leaf binder up to 1-½ inches thick.
- Include a cover/title page in the front of the binder and a Table of Contents.
- Create separate sections for each semester.
- Each semester section should have the appropriate completed Portfolio Record sheet in front of the section.
- It should be neat and professional in appearance.

Portfolio Review

The instructor/reviewer should review the portfolio each semester. Each instructor/reviewer should sign off at the end of the semester that they have reviewed the work the apprentice has placed in the portfolio. Local Councils will determine final review of the portfolio upon completion of coursework. Portfolios must be completed accurately each semester as part of the semester completion requirement.

Apprentices may wish to develop a resource file to maintain articles, ideas and other work for their professional use.