



Portfolio Development

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 portfolios are intended to be samples of students' learning and best work from each semester. Quality of work versus quantity of work is the focus of the portfolio.

A variety of work should be placed into the portfolio each semester. Samples of work each semester should represent a variety of the units in the Registered Apprenticeship for Child Development Specialist Curriculum and the completed portfolio should include the following types of work:

- Test
- Journal
- Readers Card
- Project
- Lab Assignment (i.e. Lesson Plans, Observations...)

Presentation

Apprentices should use their creativity to display the portfolio materials. A system of organization will be provided by the instructor and must be carried out by the apprentice for consistency throughout the four semesters. Guidelines for portfolio development:

- 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.

Apprentices may wish to develop a resource file to maintain articles, ideas and other work for their professional use. The portfolio can then be reserved for a sample of the best work.