

Parts and Requirements for Portfolios	
A. Formatting Elements	
	<ul style="list-style-type: none"> • Paper size 8 ½" x 11" (portrait presentation) • Text Font – Calibri, Arial or Tahoma • Text Size – 12 pt, bolded only to identify categories • Text colour – black • Double space Autobiography, Critical Incident Learning piece, and/or narrative sections. Do not double space your résumé. • Number all pages of front-end pieces and learning statements. • Place your name and student ID# as a header or footer on each page excluding supporting documentation. • Orient front end pieces and learning statements to portrait layout. • Orient support documents to portrait layout. • Include no numbers or bullets in learning statements
B. Sequential Layout	
Cover Page (optional)	<ul style="list-style-type: none"> • Must include Student Name, ID#, and program name • Allows for, but does not require, creativity related to title of portfolio, display of photos, or graphic layout. Refer to virtual portfolios for suggested format. • Confidentiality: include permissions from individuals in photos • An example cover page is at the link below https://www.athabasca.ca/prior-learning/plar-process/virtual-portfolios.html
Declaration Page	<ul style="list-style-type: none"> • This is separate to the Cover Page. • Download the copy from the CLA website. Before you print it complete all areas <u>except for your signature</u>, then print it, apply your handwritten signature, scan and save it as a pdf. • You will include this pdf copy to your portfolio https://www.athabasca.ca/prior-learning/documents/declaration-page.doc • This is the last document you will create and add to your e-Portfolio contents
Table of Contents (program and course-based approaches)	<ul style="list-style-type: none"> • You will share this document with your mentor during the learning statement phase. You will NOT upload this document to the e-Portfolio. • This is an important tool to guide you in the organization of your portfolio. This is where you categorize, reference, and name the documentation included to your portfolio.

	<ul style="list-style-type: none"> • Group different types of documents into specific categories in the Table of Contents. Common categories are Letters of Attestation, Primary Source Documents, and Secondary Source Documents. • Tab references are in numerical sequence. • Tab 1 aligns with the resume. • Use a separate tab reference for each document. • Name and reference each support document with an identical name and tab # in both the Table of Contents and in the Supporting Documentation column within your learning statement document. • E-portfolio – The document that holds the Table of Contents is not uploaded to the e-portfolio platform. The first page that displays the e-portfolio forms a digital Table of Contents. https://www.athabascau.ca/prior-learning/e-portfolio.html • A sample program-based Table of Contents is held in the link below: https://www.athabascau.ca/prior-learning/documents/tableofcontents_program-based.pdf
Table of Contents (course-based approach)	<ul style="list-style-type: none"> • The notes made to the program-based table in the section just above each apply to course-based tables. However, the layout for a course-based portfolio is a little different. View the example course-based table in the link below https://www.athabascau.ca/prior-learning/documents/tableofcontents_course-based.pdf
DegreeWorks Worksheet or Program Planner	<ul style="list-style-type: none"> • Update and save a current copy of your DegreeWorks Worksheet. Do that by entering the student myAU portal. • Update and save a current copy of your program planner if your program is not accessible through DegreeWorks. • Save a pdf copy of your DegreeWorks Worksheet or program planner on the same day, or near to that day, that you submit your portfolio. That provides the most current information to your program status which is shared with your assessors. • The current copy indicates courses completed, in process and transferred.
Résumé	<ul style="list-style-type: none"> • Update your résumé to be sure that your information is current and corresponds to details in the balance of your portfolio. • Current professional copies are available in virtual portfolios on the CLA website at the link below https://www.athabascau.ca/prior-learning/plar-process/virtual-portfolios.html

Autobiographical Essay	<ul style="list-style-type: none"> • Follow format elements in the first section at the top of this resource. • Update essay prior to inclusion to your portfolio to provide current details. • See the PLAR handbook for an example and related requirements https://www.athabascau.ca/prior-learning/documents/handbook.pdf
Critical Incident Learning piece (optional)	<ul style="list-style-type: none"> • This piece is impactful only if it provides new and key information that is not stated in the Autobiographical Essay. • Update this piece prior to inclusion to your portfolio. • Reference a good example of a Critical Incident Learning piece in the PLAR handbook at the link below https://www.athabascau.ca/prior-learning/documents/handbook.pdf
Letters of Attestation	<ul style="list-style-type: none"> • Follow the instructions of your mentor related to the timing of your request to your attestors asking them to start to write their letters. Your mentor's recommendation for you to ask your attestors to start their letters will occur in the latter phases of developing your statements and coincide with designated dates outlined in the timeline table that you have already received. • Strive for between three and five attestors. • Letters from professional colleagues must be presented on company letterhead. • Attestation letter instructions are held at the following link https://www.athabascau.ca/prior-learning/documents/cover-letter.pdf • Attestation letter example is held at the following link https://www.athabascau.ca/prior-learning/documents/letter_of_attestation.pdf • Attestation letter template is held at the following link https://www.athabascau.ca/prior-learning/documents/attestationlettertemplate.doc
Learning Statement Document	<ul style="list-style-type: none"> • Different types of documents are required for program-based and course-based approaches. • View the example virtual portfolios at the link below to view layout and format https://www.athabascau.ca/prior-learning/plar-process/virtual-portfolios.html

Supporting Documentation	<ul style="list-style-type: none"> • Start the name of each document with the tab number assigned within your mentor approved Table of contents. • Aim for approximately 50 tab references for supporting documentation. That number is suggested to guide a concise presentation. • Ensure copies of certificates are clear and display all information required as supporting documentation. • For large support documents, insert only the pertinent aspects within the portfolio. Ensure that the original document is appropriately referenced. • Reference each support document to as many learning statements as possible. A support document may provide evidence for more than one type of learning. For instance, support for learning in communication as well as for critical thinking may be evident in the same support document. • Carefully consider the alignment of support documents to the learning. Assessors will notice if documents are included somewhat randomly 'in hopes that something will make a difference'. • Include a broad variety of types of documents. • Do not include letters of reference as support for your learning. Such letters typically do not speak to the learning in the statement. Rather, they typically speak to accomplishments or responsibilities. • Pictures – Limit use of pictures and use only if relevant to the learning. Obtain appropriate permissions. • Review virtual portfolios at the following link for examples of different types of support documents and how they are organized into a Table of Contents and aligned to learning statements. https://www.athabasca.ca/prior-learning/plar-process/virtual-portfolios.html
Statement of Purpose Forms (applies to course-based and program-based approaches)	<ul style="list-style-type: none"> • Important: Instructions and examples are held in the links at the bottom of this section. • Include Statement of Purpose forms for specific Primary Source support documents. Some portfolios require these forms, others do not. • <u>Use the name of the support document</u> within the Table of Contents and within the Supporting Documentation column of your learning statements. Do not reference the Statement of Purpose form in the Table of Contents.

	<ul style="list-style-type: none"> • See an example of a Statement of Purpose form in the course-based sample portfolio at Tab 9 https://www.athabasca.ca/prior-learning/documents/cb-portfolio.pdf • Statement of Purpose form template is available at the following link https://www.athabasca.ca/prior-learning/documents/statement_ofpurpose_forprimarysourcedocumentation.doc • Statement of Purpose form instructions are found at this link https://www.athabasca.ca/prior-learning/documents/statementofpurpose.pdf
C. Organizational Tips	
	<ul style="list-style-type: none"> • Be sure to reference the PLAR Handbook on the CLA website at the following link for additional explanations and examples of the content within this resource. https://www.athabasca.ca/prior-learning/documents/handbook.pdf • Use a separate tab for each document and reference it in the Table of Contents. • Start the name of each document with the tab number assigned within the mentor approved Table of Contents. • Save all documents to pdf format prior to e-Portfolio upload. • Link to e-Portfolio page to start your own e-Portfolio is found on the CLA website at this link: https://www.athabasca.ca/prior-learning/e-portfolio.html • Ensure copies of certificates are clear and display all information required as supporting documentation. • When using larger documents as support, insert only the pertinent aspects of these documents in the e-Portfolio. Ensure that the original document is appropriately referenced. This will result in provision of a truncated version of the supporting document. • Pictures: If pictures are used in the body of the e-Portfolio, please keep these to a minimum and use only if relevant to the learning. Check with mentor if in doubt. • Confidentiality - It is essential to respect confidentiality guidelines in your portfolio. Assessors in some fields are obligated to report breaches of confidentiality to their respective associations. Thus, consider the seriousness of this requirement.

	<ul style="list-style-type: none">• Confidentiality – Ensure references to any individual(s) including names, initials and contact information or private organizational content is redacted from the e-Portfolio. documents that contain identifying information of individuals. Apply a digital blackout to names and/or dates within the document, or use a black felt marker directly on printed documents that will not accept a digital blackout. Assessors are very familiar with documents that are redacted and appreciate the attention given to protect the privacy of individuals.• IMPORTANT NOTE: No changes, additions, or deletions to e-Portfolio documents or organization should be made after your mentor has reviewed and approved all contents prior to submission.
<p>Remember to reference links embedded throughout this resource for examples and forms as you finalize each part of your portfolio.</p>	