Portfolio parts and requirements

This resource guides the development, formatting, and requirements of all portfolio contents.

A. Formatting of unique elements (Resume, essays, learning statements)

- Paper size 8 ½" x 11" (portrait presentation).
- Text font – Calibri, Aptos, Arial, or Tahoma (use one style only).
- Text size – 12 pt, bolded only to identify categories.
- Text colour – black.
- Double space the 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 all portfolio contents to portrait layout, including supports.
- Include no numbers or bullets in learning statements.

B. Sequential layout

Cover Page (optional)

- Must include your name, student ID#, and program name.
- You may use creativity for the title of portfolio, display of photos, or graphic layout (but it is not required).
- View the sample student portfolios for cover page examples that use the suggested format.
- **Confidentiality:** include permissions from individuals other than yourself within photos.

Declaration Page

- This is a separate document than the Cover Page.
- Download the Declaration page from the CLA website. Complete all areas including where it asks for your name and date.
    - **Note:** This document is a writeable PDF so all content can be typed into the document.
- Save it as a pdf with a file name that includes your name and ID number.
- Example: John Smith 1234567 Declaration Page.
- This is the last document you will create and add to your e-Portfolio contents.

Table of contents (program and course-based approaches)

- You will share this document with your mentor during the learning statement phase. You will not upload this document to the e-Portfolio.
- This tool guides you in the organization of your portfolio. This is where you categorize, reference, and name the documentation included in your portfolio.
- Group different types of documents into specific categories in the table of contents. Common categories are:
    - Letters of attestation
    - Primary source documents
    - Secondary source documents.
- Tab references must be in numerical sequence.
- Tab 1 aligns with the résumé.
- Use a separate tab reference for each document.
- Name and reference each support document with a name and tab #. Apply the assigned name and tab number (as stated within your table of contents) to each mention of the document within the "supporting documentation" column of your learning statement document.
- The table of contents document is not uploaded to the e-Portfolio platform. The first page that displays in the e-portfolio acts as a digital table of contents.
- View the program-based table of contents on our website for an example.

Table of contents (course-based approach)

- The notes above each apply to both the program and course-based table of contents. However, the layout for a course-based portfolio is a little different than the layout for program-based portfolios.
- View the course-based table of contents on our website for an example.

DegreeWorks worksheet or program planner

- Update and save a current PDF copy of your DegreeWorks worksheet. You can obtain this in the myAU portal under "Student Record".
- If your program is not supported through DegreeWorks, contact your program advisor for an updated advisor approved program planner that outlines the completeness of your program.
- **Important:** The copy of your DegreeWorks worksheet or program planner must:
    - specify courses completed, in process, and transferred where applicable.
    - be current as close to the date of the portfolio submission as possible to provide assessors with current information about your program status.

Résumé

- Update your résumé to be sure that your information is current and corresponds to details throughout the rest of your portfolio.
- View the following résumés from past learners for examples:
    - Résumé example 1
    - Résumé example 2

Autobiographical essay

- Follow formatting elements in the first section of this resource.
- Indent the first line of each paragraph.
- Update essay prior to inclusion in your portfolio to provide current details and showcase the learning presented in the rest of your portfolio.
- View the PLAR handbook for an example and related requirements.

Critical Incident Learning piece (optional)

- 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 including it in your portfolio.
- View the PLAR handbook for a good example of a critical incident learning piece.

Letters of Attestation

- Requests to your attestors to write their letters occurs in the latter phases of developing your statement, **after** your mentor determines your statements are ready for this stage. Follow the instructions from your mentor regarding the timing of your letter requests.
- Aim for between three and five attestors, ensure no fewer than two.
- Letters from professional colleagues should be presented on company letterhead if possible.
- The following documentation is needed for the attestation letter request and submission process:
    - Attestation letter instructions
    - Attestation letter example
    - Attestation letter template

Learning statements document

- Different types of documents are required for program-based and course-based approaches.
- View the sample student portfolios to see layout and format.

Supporting documentation

- Redact the confidential information of other persons. See organizational tips below.
- Leave the original support documents' formatting unchanged.
- Start the name of each document with the tab number assigned within your mentor-approved table of contents (i.e. "Tab 6 Document Name").
- Aim for a **maximum of 30 – 35 supporting documents**, the bulk of which will be Primary Source. That number is suggested to guide a concise presentation.
- Ensure documents are clear and display all information required.
- For large support documents, insert only a few key pages within the portfolio. Ensure that the nature of the original document is understood through the presentation.
- Align 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, 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 range of document types.
- Do not include letters of reference as support for your learning. Such letters typically speak to accomplishments or responsibilities rather than learning.
- Pictures – limit use of pictures and use only if relevant to the learning. Obtain appropriate permissions.
- View the sample student portfolios for examples of different types of support documents and how they are organized into a table of contents and aligned to learning statements.

Statement of purpose (SOP) forms

- These forms are to be included with specific primary source support documents. Some portfolios require these forms, others do not.
    - Statement of purpose form instructions will help guide you through this process.
    - Statement of purpose form template is needed for presenting all SOP related content.
- List the name of the support document itself within the table of contents and the "supporting documentation" column of your learning statements. Do not reference the statement of purpose form in either place.
- View the course-based sample student portfolio (at Tab 9) for an example of a statement of purpose form.

A. Organizational tips

- Be sure to reference the PLAR handbook for additional explanations and examples of the content within this resource.
- Use a separate tab for each document and reference each tab in the table of contents.
- Start the name of each document with the tab number assigned within the mentor-approved table of contents (i.e.: Tab 7 Jane Smith letter.pdf).
- Save all documents to pdf format prior to e-Portfolio upload.
- Access the e-Portfolio platform to start your own e-Portfolio.
- Ensure all documents showcased are clear and display all information required as supporting documentation.
- When using larger documents as support, insert only the relevant aspects of these documents in the e-Portfolio. Ensure that the original document is understood through the presentation. This will result in provision of a truncated version of the supporting document.
- **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.
    - Ensure references to any individual(s), including names, initials, contact information, private organizational content, or any other identifying information is redacted from documents.
        - Apply a digital blackout over the affected content, or use whiteout directly on printed documents that will not accept a digital blackout prior to scanning them as a PDF for the e-Portfolio.
    - Documents must adhere to applicable privacy legislation (such as PIPEDA, CPPA, or FOIPP).
- **Important note:** No changes, additions or deletions to Portfolio documents or organization should be made after your mentor has reviewed and approved all contents prior to submission.

Remember to reference links provided throughout this resource for examples and forms as you finalize each part of your portfolio.