

## Portfolio parts and requirements

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

**Reference links** provided throughout this resource for **examples and forms** as you finalize each part of your portfolio.

### A. Formatting of resume, essay(s), and learning statements

- Paper size **8 ½" x 11"**.
- Orient to **portrait layout**.
- **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**.
- Include no numbers, hyperlinks or bullets in learning statements.

**IMPORTANT:** See guidance below in **Section D** for tips on formatting **supporting documents**.

### B. Organizational tips

- View the [PLAR handbook](#) for additional explanations and examples of portfolio contents.
- 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).
- Ensure the **name of each support is stated in the exact same way** in each place listed.
- Tab numbers must be in **numerical order within your Table of Contents**. They do not need to show up in numerical order within your learning statements document provided the correct tab number is applied.
- Save all documents to **pdf format** prior to e-Portfolio upload.
- Access the [e-Portfolio platform](#) to start your own e-Portfolio.
- Ensure content layout and naming conventions in the e-Portfolio match your Table of Contents.
- Ensure all documents are clear and that supporting documentation displays all information required.

## C. Confidentiality

Respect for confidentiality guidelines **is required** 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.

- Documents must adhere to **applicable privacy legislation** (such as The Privacy Act, PIPEDA, CPPA, or FOIPP).
- **Redact** references to any individual(s), including names, initials, signatures, contact information, images, private organizational content, or any other identifying information from documents.
  - This includes the **names of attestors** within any documents, **other than** within the letters of attestation themselves.
  - 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.

## D. Sequential layout

### Cover Page (optional)

- Must include your **name, student ID#, and program name**.
- May use creativity for title of portfolio, display of photos, or graphic layout.
- View the [sample student e-Portfolios](#) for cover page examples.
- **Confidentiality:** Avoid using photos that contain images of other people.

### Declaration Page

- This is a separate document than the Cover Page.
- Download the [Declaration page](#) from the CLA website. Complete all areas including name and date.
  - **Note:** This document is a writeable PDF so content can be typed into the form.
- 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 platform](#)**. The first page that displays in the e-portfolio acts as a digital table of contents.
- This tool guides you in the organization of your portfolio. This is where you categorize, reference, and name all documents 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** within the Table of Contents only.
- Tab 1 aligns with the résumé.
- Use a **separate tab reference for each document**.
- **Title each support document with a name and tab #.** Apply the name and tab number assigned in your TOC to each mention of the document within the "supporting documentation" column of your Learning Summary.
- View the [program-based table of contents](#) on our website for an example.

### Table of contents (course-based approach)

- The notes above 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 DegreeWorks is not available for your program, contact your [program advisor](#) for a current advisor approved program planner outlining 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

- Follow formatting elements on page 1 above.
- 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 on page 1 above.



- 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)

- Follow the formatting elements on page 1 above.
- This piece is impactful only if it provides **new and key information 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 **after** your mentor determines your statements are ready for this stage. Follow the instructions from your mentor regarding the timing of your letter requests.
  - Letters received prematurely will not be accepted by CLA for use in portfolios.
- Aim for **between three and five attestors**, ensure no fewer than two.
- Request that attestors use company letterhead when writing their letters 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.
- Each row in your learning statements document must include **the learning statement, the origin, and the supports** aligned to that statement.

### Supporting documentation

- 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.
- Orient supporting document so they can be **read left to right** without needing to rotate.
- **Redact** all supports as per section C. Confidentiality above.
- For large support documents, insert only a few key pages within the portfolio. We recommend a **maximum of 4-8 pages**. Ensure the nature of the original document is understood through the presentation.



- Leave the **original support document formatting unchanged**. Do not add or remove content other than redactions and reducing pages from larger supports.
- **Start the name of each document with the tab number** assigned within your mentor-approved table of contents (i.e. “Tab 6 Document Name”).
- Ensure documents are clear and display all information required.
- 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, leadership, and critical thinking may be evident in the same support document.
- Carefully consider the alignment of supports to the learning. Assessors will notice if documents are included randomly ‘in hopes that something will help’.
- Include a **broad range of document types**.
- **Do not include letters of reference**. Such letters typically speak to accomplishments or responsibilities rather than learning.
- **Limit use of pictures** and use only if relevant to the learning. Obtain appropriate permissions or redact identifying features of others.
- For documents that are publicly visible online, **include the URL** (either at the top of the document, or within the Statement of Purpose Form).
- 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 if your name and role in the development of the support is not clearly stated.
  - [Statement of purpose form instructions](#) will help guide you through this process.
  - [Statement of purpose form template](#) is needed for presenting all SOP 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 [program-based sample student portfolio](#) (at Tab 26, pages 134-138) for an example of a statement of purpose form.

**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.

