Career Development 2201 - Assignment

**Employability Skills Portfolio**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Due:**

Prepare a portfolio providing evidence of your skills. The portfolio should include:

1. **Cover Page** (incl. your name, title “Employability Skills Portfolio”, and date)
2. **Documentation Log** (see page 4)
3. **Section 1 – Fundamental Skills**
* 3 items (max. 5 items)
* Reflection for each item
1. **Section 2 – Personal Management Skills**
* 3 items (max. 5 items)
* Reflection for each item
1. **Section 3 – Teamwork Skills**
* 3 items (max. 5 items)
* Reflection for each item

Career Development 2201 Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employability Skills Portfolio

Below is a list of suggested types of items that can be used in a skills portfolio. Choose 3 from each section that you could use.

**I. Fundamental Skills (Choose 3 to 5 items from this section)**

 a. ***Communication Skills***

❏ a resume **(Required!)**

❏ a letter of recommendation from a teacher, a school principal, or guidance counselor

❏ a graph that you prepared as part of an assignment in another course

❏ a photo of a visual presentation that you made to a group of students

❏ the text of a speech that you made

❏ a letter to the editor of a newspaper that you wrote

❏ the text of a research project that you did for another course

❏ a formal letter of application for a job

❏ a sample of a project in Art that you did

❏ a business card that you created

❏ the most recent transcript of your marks

 b. ***Information Management Skills***

❏ a printed page of a homepage (html) that you created

❏ proof that you are competent with a word processor (Microsoft Word, etc.)

 c***. Problem Solving Skills***

❏ an assessment by a teacher of a project or an assignment where you had to

identify a problem and then explore possible solutions to this problem

❏ a sample of a Science Fair project where you had to use scientific reasoning,

mathematical skills or technological skills to solve a problem

❏ proof that you have acquired a specialized skill ( Driver’s License, First Aid Certificate; any other license or permit, etc. )

❏ a business plan that you made for an entrepreneurship project

**II. Teamwork Skills:**  ***Working with others* (Choose 3 to 5 items from this section)**

❏ a sample of a group project of which you were a member

❏ proof that you are/were a member in an organization

❏ proof of your role as a leader in an organization

❏ a letter from a teacher, principal or an employer commenting on your contribution

❏ proof of your participation in an organization where you can explain how decisions were made with others’ input

❏ a certificate in leadership training

❏ a letter of recommendation from a former employer

**III. Personal Management Skills (Choose 3 to 5 items from this section)**

 a. ***Proof of positive attitude***

❏ a letter of recommendation from a teacher, a school principal or an employer

where your positive attitude toward learning is singled out

❏ proof of participation in an organized sporting activity

❏ a personal exercise timetable

❏ results from your values inventory (BLM 22)

❏ proof of your initiative

 b. ***Being responsible***

❏ a letter from a teacher, a school principal or a former employer where your

ability to set and achieve goals is singled out

❏ proof of your ability to manage time well

❏ recognition of perfect attendance

❏ proof of being able to manage money ( investments, stock market portfolios,

etc. even simulations in school)

❏ a sample of a daily agenda where you show your ability to set and achieve goals

❏ proof of community volunteer work (CCAR)

 c. ***Being able to adapt***

❏ an example of one of your creative activities that you used to achieve a task

❏ proof of being able to adapt to change

❏ an example of having learned from your mistakes

 d. ***Being committed to life-long learning***

❏ proof of commitment to life-long learning (registration in courses offered outside of school )

❏ an inventory of your strengths and weaknesses

❏ a plan of your future goals in education

❏ an inventory of your employment interests (for example BLM 42)

Employability Skills Portfolio Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documentation Log**

|  |  |  |
| --- | --- | --- |
| **Item #** | **Item Description****Reason for Including in Portfolio****Link to Specific Employability Skills** | **Portfolio Section** |
| sample | Item: *Math Test on Data Management* | Fundamental |
|  | Reason: *This test shows that I am able to decide on a method of solving a problem, and then use technology (graphing calculator) in solving a problem.* **(9)** |
| 1 | Item: | Fundamental |
|  | Reason: |
| 2 | Item: | Fundamental |
|  | Reason: |
| 3 | Item: | Fundamental |
|  | Reason: |
| 4 | Item: | Fundamental |
|  | Reason: |
| 5 | Item: | Fundamental |
|  | Reason: |
| 6 | Item: | Personal Management |
|  | Reason: |
| 7 | Item: | Personal Management |
|  | Reason: |
| 8 | Item: | Personal Management |
|  | Reason: |
| 9 | Item: | Personal Management |
|  | Reason: |
| 10 | Item: | Personal Management |
|  | Reason: |
| 11 | Item: | Teamwork |
|  | Reason: |
| 12 | Item: | Teamwork |
|  | Reason: |
| 13 | Item: | Teamwork |
|  | Reason: |
| 14 | Item: | Teamwork |
|  | Reason: |
| 15 | Item: | Teamwork |
|  | Reason: |

**Portfolios will be graded as follows:**

|  |
| --- |
| **Each document – appropriateness to the skill category: (total 18 marks)** |
| 0 | 1 | 2 |
| No document; difficult to justify this document for this item | Acceptable choice of document for this item | Excellent choice of document for this item |
| **Each document – presentation: (total 18 marks)** |
| 0 | 1 | 2 |
| Very messy; page corners turned down; printed pages aren’t straight | Document is somewhat messy, wrinkled or otherwise less than ideal | Document is neatly presented; no mess; pages aren’t wrinkled inappropriately; photocopies are straight |
| **Each reflection: (total 18 marks)** |
| **0** | **1** | **2** |
| No reflection included | Good description of the item. Link to skills evident. | Excellent reflection linking the item to specific skills;  |
| **Overall presentation: (36 marks)** |
| 0 | 12 | 24 | 36 |
| No portfolio to assess | Preparation of the portfolio lacks care; some components are missing or not neatly presented | Portfolio is well presented; many components of the portfolio are present and neat | Very professional presentation; cover is clearly labeled; cover page for individual sections, numbered pages, etc.  |

Total mark: / 90