Portfolio for Occupational Assessment

This document represents the structure and formatting of the sections and components of the portfolio.

The following pages represent module content to be included in the portfolio.

The institutional portfolio development mentor will provide students with soft copies of the portfolio templates to support the development of Portfolios for Occupational Assessment.

**PORTFOLIO OF OCCUPATIONAL ASSESSMENT**

**FOR**

**OCCUPATIONAL ASSOCIATE DEGREE**

**IN**

**[PROGRAMME NAME]**

[Students may add appropriate subject area photo – optional)

[Student Name]

[Institution Name]

[Year #, Semester#]

PORTFOLIO DECLARATION PAGE

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A submission of the Portfolio of Occupational Assessment**

**of performance of competency**

**in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Programme Name)**

**offered at**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Institution Name**)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Year/Semester**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **Date Signature**

**TABLE OF CONTENTS**

***I attest that I am the person named in this document and is the same person whose assessment documentation has been included, unless otherwise signed. I attest that the portfolio material are correct and have been completed and inputted by myself in accordance with the stipulated portfolio development guidelines.***

1. **Semester Assessment Schedule…………………………………..**

(Will be provided by lecturer/COS Advisor)

1. **Title Page…………………………………………………………..**

***Contents 3 - 8 is repeated for each Course***

1. **Course Assessment Title Page……………………………………**

(Assessment cover page)

1. **Unit/Cluster Assessment Instrument…………………………….**

(Actual assessment that student completed)

1. **Evidence Page(s) of Performed Competency……………………**

(PRACTICALS: Pictures [before, during & after], rubrics etc.)

1. **Corrective Action/ Retraining & Reassessment…………………**

(Institutional retraining & reassessment document [if necessary]) A copy of the assessment that is not yet competent, and a copy of the one that shows competence.

1. **Reflections…………………………………………………………**

(At least a paragraph highlighting what was learnt from the course, the growth and proficiency because of the course) **Should be typed.**

1. **Self-Assessment……………………………..………………….….**

(Complete the self-evaluation document)

1. **Portfolio Development Report…………………………………....**

**ONE PER PORTFOLIO (last page of the portfolio)**

Students are required to type a single concise report outlining:

* The benefits/outcomes of the portfolio and the developmental progress
* The challenges (Skills, time, finance etc.)
* Conclusion (outlining the overall impression)