

Four Steps to Portfolio Building

The following step-by-step process will guide you in developing your own RPL portfolio.

STEP 1

Identify life events

- Identify points of Learning

STEP 2

Reflect—Identify knowledge, skills and attitudes/qualities

- Document what do I know, what can I do, what attitudes or personal qualities do I have—use action words and focus on practical skills, experiences and knowledge

STEP 3

Identify evidence of knowledge, skills and attitudes/qualities

- Evidence can include practical demonstrations, written references, certifications, pictures and videos, samples of work

STEP 4

Put it all together in the portfolio

- **Introduction**
 - Title Page
 - Table of Contents
 - Personal Statement
- **Resume**
- **Goals/Plans**
- **Summary of Knowledge, skills and attitudes/qualities**
- **Evidence**