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Portfolio

Template and Guide

**Version: 1.0**

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Portfolio

for

Name of Qualification

Award Level

Submitted to St. Kitts-Nevis Technical and Vocational Education and Training Council

in Partial Fulfillment of the

Requirements for the Award of

Caribbean/National Vocational Qualification

by

NAME

Basseterre, St. Kitts-Nevis

Month Year

Acknowledgements

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# Resume

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- A resume/CV is an important part of the portfolio since if provides a synopsis of the candidate’s work experience. A resume/CV should be:

* 1. Properly organized, neat, and visually appealing.
  2. Grammatically correct
  3. Identify the skills and abilities relevant to the occupational area being assessed.
  4. Highlight relevant work experiences, and responsibilities in a chronological order with most recent appearing first.
  5. Educational achievements by institution, award type and date should be presented chronologically with most recent appearing first.

# Certificates/Transcripts

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All certificates and transcripts from institution attended must be presented for awards listed on resume/CV

# Core Evidence Presentation

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All evidence should be arranged by job function or a combination of related function as stipulated by the standards for the skill area being assessed. Clusters or grouping of related units can used as outlined in the action plan developed with the Advisor.

It is important to have an explanation for all functions/tasks stipulated on your action plan as this is the main piece of evidence that will be used to determine competency. Here details such as what was done, why it was done, how it was accomplished should be provided. The explanation can then be supported with additional evidence such as photographs, videos etc. In instances where there is audio/visual presentation it is important to narrate the explanation to accompany the activities similar to a documentary as this will help in provide clarity and sufficiency to the evidence provided.

Calculations, scientific and communication skills relevant to the specific tasks should be presented as part of the evidence.

**Main Evidence Presentation**The main evidence presentation should include:

* 1. Explanation of evidence
  2. Additional supporting evidence. Supporting evidence can be in the form of:
     1. Sketches/Drawings/Plans
     2. Samples – replica of finished produce. Model etc.
     3. Audio recordings
     4. Video recording – this can be a main source supported by certificates
     5. Menus
     6. Forms such as administrative forms etc.
     7. Case study
     8. Floor plans
     9. Budget
     10. Reports
     11. Photographs

# Testimonials

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1. These are essential for the development of a portfolio especially when submitting still photographs. These are:
   1. More than a mere letter of recommendation or character reference
   2. Provide detail information on the candidate’s competence in the skill area
   3. Illustrate specific outcomes which satisfy the occupational standard
   4. Speak to candidate’s competence in satisfactorily mastering the functions/tasks as postulated by the occupational standard for the specific skill area.

# Glossary of Terms

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1. This contains a listing of all technical terms and abbreviations that were used within the portfolio along with their meanings. Examples of such includes the following:
   1. TVET: - Technical and Vocational Education and Training
   2. CVQ: - Caribbean Vocational Qualification

# Bibliography

1. This contains a listing of all the resources used for information during the portfolio development process, such as occupational standards, relevant textbooks, technical journals, manuals, websites etc. This concludes the portfolio and contains the following:
   1. Author/Writer
   2. Publisher
   3. Place of Publication
   4. Title
   5. Date of Publication
   6. Place from where publication was extracted
   7. Page number where appropriate

# Appendices

# Appendix A: XXX

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# Appendix B: XXX

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