

Unit Title: Building A Personal Career Portfolio
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJC421
Ofqual Unit Code: H/506/0730

This unit has 7 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to recognise own skills, abilities, experience, knowledge and personal qualities.	1.1	Identify significant personal qualities, skills, abilities, experience and knowledge.
2.	Know the attributes that can contribute to achieving personal goals.	2.1	Select from above, those which can be used to support progression.
3.	Know the different types of information that can be used to evidence the above.	3.1	Identify different types of information which can be included in a portfolio.
		3.2	Identify suitable evidence to support personal skills, knowledge and experience.
4.	Be able to build a portfolio of information.	4.1	Assemble a range of evidence into a portfolio structured so that key elements of achievements and qualities can be identified.
5.	Be able to create a CV.	5.1	Identify core elements of a CV.
		5.2	Produce a personal CV which incorporates all core information in a simple structure.
6.	Be able to identify future goals and ways to achieve these.	6.1	Identify three personal goals and possible ways of achieving them.
7.	Understand the value of a portfolio in personal, educational and career development.	7.1	Give two examples of how a portfolio can be used for personal and/or educational and/or career development.

Assessment Guidance:

NA

Additional Information:

NA