

**Unit Title:** Building A Personal Career Portfolio  
**Unit Level:** Level 2  
**Unit Credit Value:** 3  
**GLH:** 24  
**LASER Unit Code:** WJC525  
**Ofqual Unit Code:** K/506/0731

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	Describe own personal qualities, skills, experience and knowledge.
2.	Know the attributes that can contribute to achieving own personal goals.	2.1	Describe how personal qualities, skills, abilities, experience and knowledge can help in achieving own personal goals.
3.	Know the different types of information that can be used to evidence personal qualities, skills, experience and knowledge.	3.1	Identify different types of information that can be used to evidence personal qualities, skills abilities and experience.
		3.2	Select from this, information that can be used to establish current relevancy, adequacy and/or validity.
4.	Be able to build a portfolio of information to evidence achievements and qualities.	4.1	Assemble evidence into a logically structured portfolio so that all elements can be identified.
5.	Know what needs to be included in a curriculum vitae (CV).	5.1	Identify essential elements of a CV.
		5.2	Produce a clearly structured CV which includes all key information for general purposes.
		5.3	Modify a CV for a specific purpose.
6.	Understand personal goals and the actions required to achieve these.	6.1	Explain personal goals and develop an action plan to show how they are going to be achieved.
7.	Understand the value of a portfolio in personal, education and career development.	7.1	Identify personal, educational and career opportunities for which a portfolio can be used.

**Assessment Guidance:**

NA

**Additional Information:**

NA