

Unit Title: Building a Personal Career Portfolio
Unit Level: Level 3
Unit Credit Value: 3
GLH: 21
LASER Unit Code: WJD543
Ofqual Unit Code: A/504/7496

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand how own personal qualities, skills, abilities, experience and knowledge and can contribute to future opportunities and goals.	1.1	Describe personal qualities, skills, abilities, experience and knowledge which could contribute to own future development.
		1.2	Evaluate the relative importance of own personal qualities, skills, experience and knowledge in achieving personal goals.
2.	Understand how different types of information can be used to evidence own personal qualities, skills, abilities experience and knowledge.	2.1	Describe types of information that can be used to evidence personal qualities, skills, experience and knowledge.
		2.2	Evaluate the importance of a piece of evidence in relation to skills, experience, personal qualities and knowledge.
3.	Understand how a portfolio of information can be used to evidence own personal qualities, skills, abilities experience and knowledge.	3.1	Assemble a portfolio to evidence own personal qualities, skills, abilities experience and knowledge.
		3.2	Analyse how portfolios can be used for personal, educational and career development.
4.	Understand what needs to be included in a Curriculum Vitae (CV).	4.1	Evaluate the relative importance of elements of a 'general' CV.
		4.2	Produce a comprehensive CV for general purposes.
		4.3	Compare a 'general' CV with one designed for a specific named purpose.
5.	Be able to evaluate progress towards personal goals.	5.1	Evaluate personal goals.
		5.2	Identify how personal goals are going to be achieved.
		5.3	Develop an action plan to show how progress towards personal goals will be evaluated.

Assessment Guidance:

NA

Additional Information:

NA