

Skills Portfolio

Kind of good practice

Teaching Tool

Target group

Pupils from 10 to 14 years

Description

Transitions from one school to another school or from school to world of work are always difficult and exciting times in students' lives. The process of creating a skills portfolio can help students to lower this anxiety. It helps them in many ways to "take stock" of what they know in terms of their knowledge and their skills. This will help them to make the right decisions concerning school or job choice and supports them in job interviews.

Aims

- To help students to recognise their strengths.
- To support career choices.
- To use it as evidence of the students' skills.
- To foster different competences like self-confidence, respect, team spirit etc.
- To be used for the job application process.

The idea of a Skills Portfolio comes from the way that artists make up a portfolio of their best work to show to a client or employer. It focuses on ones abilities in different skill areas and it also shows your skill development. The process of creating a portfolio will help the students to organise their work and life experiences. It is intended to be reviewed and updated regularly by the students. By doing so, students can develop an awareness of their strengths but also of the areas needing development.

There is a wide range of "evidence" that can be used in the portfolios to show the abilities in various areas, such as: Certificates, texts or test results you are proud of, feedback of a teacher, references, pictures of successful art work, reflection on your work and many more. Teachers support the students by providing a reflective, learner- centred educational environment and offer supporting materials, but the students are supposed to take responsibility for their portfolio.

The Skills Portfolio summarises your best work with the focus on your abilities and shows the students' individual efforts and the progress they have achieved. Self-assessment and awareness of others play an important role in this process. It is a proof of successful work in school and out-of-school showing your personal strengths and specialised knowledge, as well as your competences.

Self-competence, social competence and methodological competence are the three main competences that are being trained. That includes developing self-confidence and respect for rules, team spirit and tools to handle conflicts and work successfully in teams. A special focus is also set on presentation skills.

Do's

- Let the pupils decide themselves what they put in their portfolio.
- Spread ideas and coach your pupils.
- Give them enough "space", but show them that they are responsible for their work

Don'ts

- Working on a portfolio without proper guidance.
- To skip the reflection phase.
- Negative criticism.

Further Information

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