

Becoming work ready

Developing a career portfolio

A career portfolio is a personal collection of materials that document learning, activities and achievements over a lifetime with everything gathered and organised in one place.

There are no rules about what to include in a career portfolio. Some suggestions include:

- records of learning and educational achievements
- samples of work
- work and volunteer experiences
- job duties, activities and requirements
- skills, capabilities and competency development
- training certificates
- awards and acknowledgements
- feedback and praise
- manager and referee options and their contact details
- career goals and plans.

Creating and maintaining a career portfolio	
Collating your career portfolio	https://myfuture.edu.au/career-articles/details/collating-your-career-portfolio myfuture has information on developing and maintaining a career portfolio.
How to create a career portfolio in 7 steps	https://au.indeed.com/career-advice/career-development/career-portfolio This article includes 7 steps to creating a career portfolio and shares some tips to consider.

A well-maintained career portfolio makes it easy to identify, articulate and demonstrate relevant transferable skills, knowledge and experiences. A career portfolio should be updated regularly in preparation for:

- tailoring a resume, cover letter, selection criteria and referees list for a job application
- applying for admission for a training, higher education or other learning program
- applying for a scholarship or grant
- updating a social media profile
- sharing with a network or at a conference
- promoting professional services for a business.

Career portfolios are often started as a collection of hard copies. Digital and e-portfolio options collate a variety of formats such as audio, video, image, graphics and documents. Portions of a digital portfolio can be shared through appropriate secure platforms.

Digital portfolios do not need to be expensive. Options include using an online file storage solution, a website builder as well as e-portfolio and social media platforms. Different options to save a career portfolio are also offered through many of the job boards.

Digital career portfolios	
File storage	https://www.microsoft.com/en/microsoft-365/onedrive/online-cloud-storage Microsoft OneDrive https://www.google.com/intl/en_au/drive/ Google Drive https://www.microsoft.com/en-au/microsoft-365/onenote/digital-note-taking-app Microsoft OneNote https://sway.office.com/ Microsoft Sway

Career portfolios include the records of learning for secondary school, vocational education and training and/or higher education. These are the certificates, qualifications, reports, transcripts and awards achieved.

Records of learning	
Western Australian Statement of Student Achievement (WASSA)	https://senior-secondary.scsa.wa.edu.au/certification/wassa The WASSA is issued to all Year 12 students at the completion of their secondary schooling. WASSA can be used to support applications for employment, further education and training.
Western Australian Certificate of Education (WACE)	https://www.education.wa.edu.au/career-development/wace The WACE is awarded to students who have successfully completed 2 years of senior secondary schooling and have achieved the required standard and is recognised by universities, industry and other training providers.
Unique Student Identifier (USI)	https://www.usi.gov.au/ A USI provides an online record of vocational education and training (VET) undertaken in Australia and is needed to study at university, TAFE or any other nationally recognised training and receive a qualification or statement of attainment.