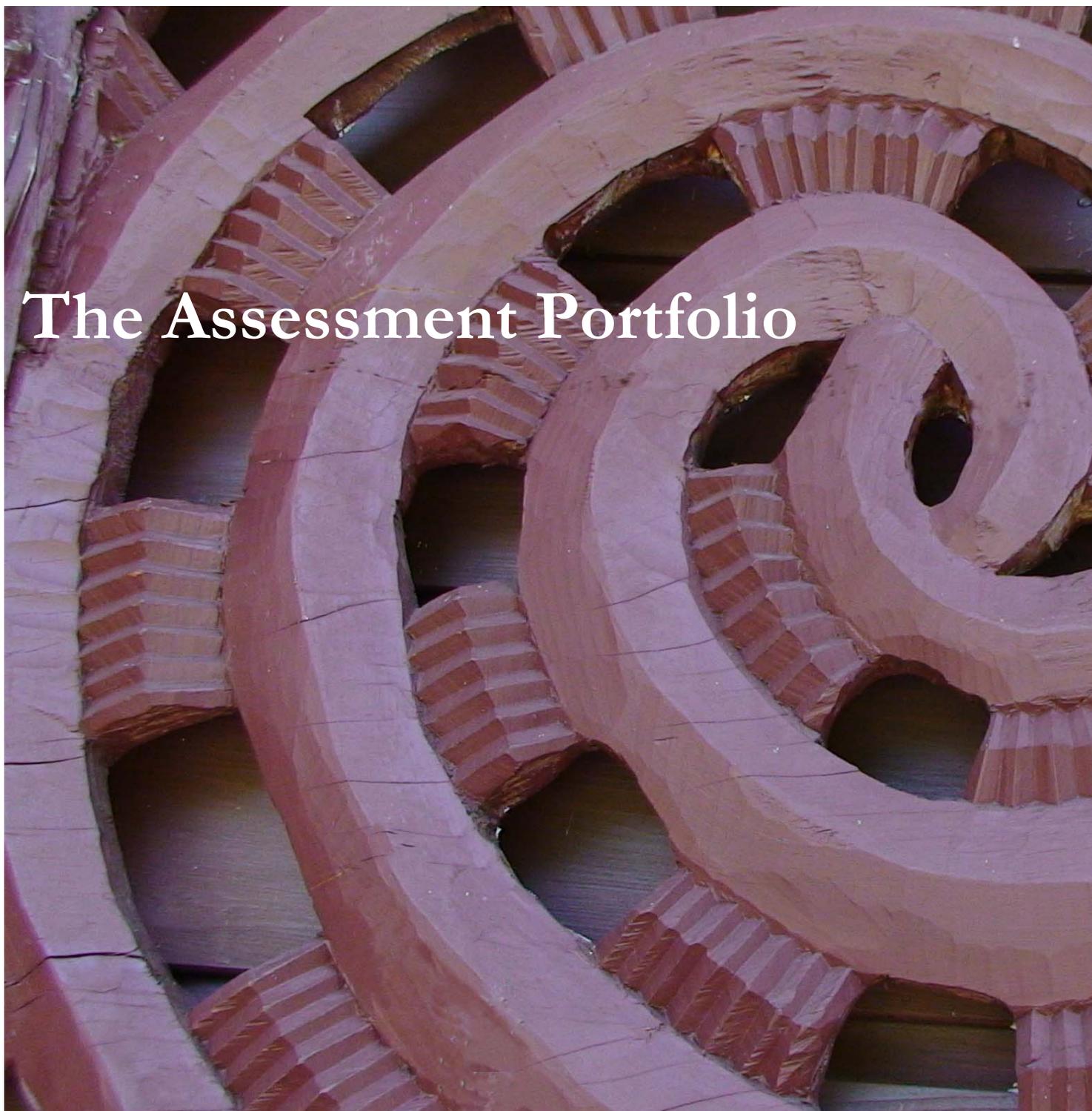


AROTAKE - PUKAPUKA WHAKAAHUA

The Assessment Portfolio



The portfolio contains evidence of achievement of learning outcomes over time. This evidence is supplemented by reflections on learning and can be used to provide feedback.

Portfolio assessment is intimately linked to self-directed learning. In self directed learning the onus should be on the learner to demonstrate achievement of the appropriate standard.

Portfolio building and assessment take considerable time but it is time well spent if it supports reflective learning.

(quotes adapted from *Spotlight on Portfolio*. (n.d.). Retrieved from <http://www.amee.org/documents/Spotlight%20on%20Portfolio%20Assessment.pdf>)

PUKAPUKA WHAKAAHUA - PORTFOLIO

A portfolio can capture your professional development in the service or sector. It could hold all of the competency documentation required to work in a service. As an example, this could include, but is not limited to;

- All evidence assembled to meet the requirements of identified competencies
- Copy of most recent performance appraisal
- Job Description

All of this information assists to provide evidence that captures your journey of competence. This portfolio will provide a valuable contribution to your continuing professional development and career planning. It could include copies of documents you have used or written when supporting someone (or people) in your work context.

Over time, this portfolio will give you a valuable picture of your skill and knowledge acquisition. More importantly how that knowledge is transferred into practice. This will also assist you to plan your career development and see where training, mentorship and supervision would best meet your needs

Remember to be creative in how you collect evidence. Use anything that supports your practice e.g. photos, stories and art. Be aware of when you might need informed consent; what information is not needed in the presentation of evidence.

This is a wānanga so ask questions of your supervisor, peers and yourself. Self reflection is an essential aspect of learning and practice. It is acceptable to include documents that have been developed or used within the last 12 months of your practice.

“I have gained invaluable insight through doing this portfolio. It has helped shape my learning and practice through reflection on what, why and how I practice. I have been able to demonstrate Ngā Pūkenga Ahurea with a high level of credibility.”

If you move to another service, your skill acquisition and competence will already be compiled in one place that will assist you in presenting your skills to your new employer!

No more last minute CV development!

You can continue to use the folder. It will be something you can keep and further develop if you choose.

GUIDELINE FOR LAYOUT

The more organised your portfolio the easier it will be for the approved assessor to review the evidence you are putting forward. Remember they are looking to see your practice and the deliberateness (and so understanding) of your practice. The following sets out some guidelines to help:

1. The Whakawhitiwhiti Assessment Checklist should be filled in and left in the inside pocket of the portfolio folder.
2. Assessment Record is a cover sheet (pg. 28-30) inside your portfolio and one of the first things an assessor will review. If the Whaiaro Whakaaro and Whakawhitiwhiti stages are not signed off, the assessor will not proceed with the assessment.
3. A cover page for each competency for assessment, listing the competency, level and the criteria. As the examples over the page suggest a list of the evidence being produced is also helpful:
 - Karakia
 - Whakaatu Taumata
 - Evidence provided
 - Team Hui Minutes (direct)
 - Attestation (indirect)
 - Photo and explanation (historical)

NB: the attestation form template is in your folders and this can be signed by some one that has witnessed how you have met the competency at this level.

4. Evidence listed will follow for each competency. Where you are using the same piece of evidence for more than one competency, this should be listed on the cover sheet. Note where in the portfolio the evidence can be found

EXAMPLE OF A COVERSHEET

TE REO MĀORI

Whakaatu Papatuarua:

Demonstrates correct pronunciation and use of basic Te Reo with Whānau; these include but are not limited to; Kia ora, whānau, whanaungatanga, manaaki, aroha, wairua, hinengaro, tinana, Haere mai, haere ra, ka kite anō.

Use of words are appropriate in terms of their meaning in the context in which the words are being used.

CONTENT:

1. Reflection
2. Attestation (indirect)
3. Evidence from case notes (direct)
4. Translation of whakataukī

EXAMPLE OF A COVER SHEET

KARAKIA

Whakaatu – Papatahi

Criteria

Candidate acknowledges the significance of karakia in the care and support of whānau

Evidence I have collected

1. Photocopy of Service Diary taken at the morning karakia (Direct)
2. Sample of a few karakia I have learnt (Direct)
3. Personal reflection (Direct)