ALBERTA COLLEGE OF SOCIAL WORKERS



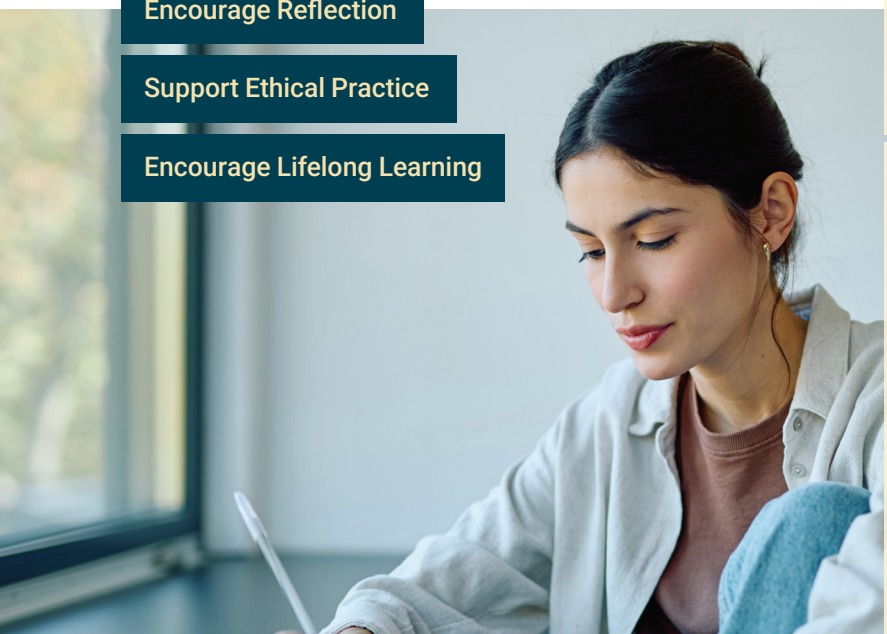
Creating a PROFESSIONAL PORTFOLIO

A professional portfolio is a collection of materials that showcase your learning, skills, experiences and accomplishments over time.

It helps to track your development, highlight achievements and demonstrate your competencies to others.

The portfolio can also be used to:

- Track Professional Growth
- Support Career Advancement
- Encourage Reflection
- Support Ethical Practice
- Encourage Lifelong Learning



WHAT TO INCLUDE

What you include in your portfolio will depend on how you intend to use it. The ACSW requires you to retain evidence of completion of professional development activities. There is no required portfolio format. You can organize your records in whatever way works best for you. These are examples of materials you may choose to retain depending on your professional development activities and how you prefer to organize your records.

Professional Development Plan

You may choose to download and retain a copy of your competence professional development plan.

Documentation and Evidence

Examples of documentation and evidence you could save in your portfolio include certificates from courses, a tracking sheet of supervision dates, or feedback from others.

THE CHART BELOW PROVIDES EXAMPLES FOR YOU TO CONSIDER

You are not required to create additional documentation solely for your portfolio if an appropriate record of the activity already exists. The type of record you retain may vary depending on the activity.

CONTINUING EDUCATION	EXAMPLES OF RECORDS YOU MAY RETAIN
Courses, workshops, webinars, conferences and certificate programs	Certificate, transcript, registration or attendance confirmation
Independent learning, reading or reviewing research	Reading/resource list or brief learning notes
Research, scholarly writing or publication	Publication, abstract, research summary or other existing record
Program, policy, practice resource or process development	Project summary, final resource, policy/document or brief record of your contribution
Developing or delivering education or training	Presentation, agenda, course outline or other existing materials
Cultural or Indigenous learning activities	Participation record or brief learning notes

PROFESSIONAL ENGAGEMENT AND PRACTICE INTEGRATION	EXAMPLES OF RECORDS YOU MAY RETAIN
Providing or receiving supervision	Supervision log, calendar or attendance record, or brief summary
Mentorship, consultation or case review	Participation record or brief learning notes
Community of practice, peer circle or professional discussion group	Registration, attendance record or brief notes
Teaching, presenting or sharing professional knowledge	Presentation, agenda, invitation or confirmation
Committee, advisory group, ACSW volunteer or professional association participation	Meeting record, agenda, confirmation or brief summary of contribution
Applying learning to practice	Brief note or existing work product showing how learning was incorporated into practice

HOW TO KEEP AND MAINTAIN YOUR PORTFOLIO

Collect Materials Continuously

Save documents, certificates and reflections as you complete professional activities.

Update Regularly

Set aside time to review your portfolio and add new evidence of learning, skills and accomplishments.

Focus on Relevance

Include materials that demonstrate professional growth, skills and competencies to avoid clutter.

Be Consistent

Maintain a consistent format for documents, dates and descriptions to enhance professionalism.

Store Digitally or Physically

Use a folder, binder or cloud storage system (e.g., Google Drive, OneDrive) to keep everything organized and accessible. Make sure your portfolio is stored securely and maintained for at least 5 years.

Maintain Confidentiality

Do not retain client-identifying information or confidential employer information solely for Competence Program purposes. Where a document contains confidential or sensitive information, consider whether a de-identified record, confirmation of participation or brief description of the activity would be sufficient.

Reflect Often

Reviewing your portfolio from time to time can help you notice patterns in your learning, recognize growth and identify future development needs .

HOW TO ORGANIZE YOUR PORTFOLIO

By Competence Year

Create clear sections to make materials easy to navigate, such as:

- Annual competence update
- Documentation and evidence
- Professional development plan
- Reflections