

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

It is up to each registrant to determine what to include in a portfolio, below are some examples.



Professional Resume

Summarize your education, experience, and skills.



Wellness Worksheet

Explore and document multiple dimensions of your personal wellness.



Professional Development Plan

Outline your learning objectives and strategies for achieving them.



Self-Assessment

Reflect on your strengths, challenges, and professional goals.



Documentation and Evidence

Include certificates, evaluations, work samples, feedback, and reflections that demonstrate your growth and competencies.

Continuing Education	Acceptable Evidence
Attending education/training programs or courses	Transcripts, letters or certificates of completion
Attending workshops, seminars, conferences or webinars	Letters or certificates of completion
Engaging in independent study/self-guided learning	Journal entry: List of reading material/activities and summary of learnings
Writing for a scholarly publication (e.g. journals, textbooks and other educational resources)	Link to the publication, or copy of the articles title page, which bears the name of the Registrant as author (or contributing author)
Conducting new research	Proposals, abstracts or agreements
Program development	Program proposal, logic model, needs assessment materials, project plan, or summary of work completed
Policy/practice support development	Draft or final policy documents, briefing notes, guidelines, or evidence of contributions to policy review processes
Process improvement project	Project plan, process maps, evaluation data, summary report, or documentation showing role and contributions
New course/workshop/education development and preparation	Course/workshop/seminar outline or syllabus in addition to a list of reference materials used to develop course content
Indigenous ceremonies	Reflective journal entry summarizing the ceremony's significance, personal learnings, and relevance to practice (no sacred or confidential details required)
Professional Engagement	Acceptable Evidence
Providing supervision	Summary of supervision provided: dates, frequency, topics addressed, and reflection on learnings gained through supervising
Receiving supervision	Documentation of supervision sessions: dates, frequency, topics discussed, and a reflection on how supervision supported competence
Peer consultation/case review/Community of Practice participation	Notes or journal entry summarizing discussions, key learnings, and how insights were applied to practice
Participation in ACSW or SWAA committees	Meeting minutes, confirmation of participation, agendas, or summary of contributions



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

Ensure confidential or sensitive information is anonymized or removed before including any case examples.

Reflect Often

Use portfolio reviews to reflect on your development and adjust your goals.

How to Organize Your Portfolio

By Category or Heading / Section

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

Self-Assessment Professional | Development Plan
Documentation & Evidence | Reflections

By Calendar Year

Arrange documents chronologically to show your growth and progress over time.