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# Topic 1.2 ACE and PEAKS

Mode: Tutorial

Time: 1 Hour

**Learning Outcome:**

Understand the importance of developing a career portfolio and in keeping it current. Explain the process of developing a career portfolio. Use PEAKS to establish a systematic approach to capture Personal Attributes, Experience, Achievements, Knowledge and Skills and to customise content for target audience.

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| **Date** | **Version number** | **Remarks** |
| 11-Feb-2019 | Release 1.0 | AY2019/20 S1 |
| 28-Aug-2019 | Release 1.1 | No change |
| 10-Feb-2020 | Release 1.2 | Added Class Activity #1 – ACE and PEAKS |
| 28-Aug-2020 | Release 1.3 | Added e-portfolio and resume resources and examples.  Adjusted lesson duration under session overview, to 50 mins. |
| 26-Feb-2021 | Release 1.4 | Updated links in the documents. |
| 27-Aug-2021 | Release 1.5 | Updated photo in slides and links in all the 3 documents. |
| 28-Feb-2022 | Release 2.0 | No change |
| 28-Sep-2022 | Release 2.0 | Included a reminder of NYP’s Innovation & Enterprise App to support students in their recall of certificates and achievements received that can be included in PEAKS. |
| 28-Feb-2023 | Release 2.0 | No change |
| 26-Sep-2023 | Release 2.0 | Updated resources |
| 29-Feb-2024 | Release 2.0 | Removed Activity: Internship Interview  Added Class Activity #1b – Get LinkedIn  Adjusted content and lesson duration for Class Activity #1b  Updated slides for clarity and resources |

**Class Activity #1a Worksheet – ACE and PEAKS**

Use the worksheet to draft the contents of your career portfolio. The content can be organised according to PEAKS. You are encouraged to include your Innovation & Enterprise activities in PEAKS. Please refer to the resource for information  . You may include the information in the following sections: E, A and K of PEAKS.

|  |  |  |
| --- | --- | --- |
| **Personal Characteristics / Experience / Accomplishments / Knowledge / Skills** | | |
|  | | |
| **Time Period** | **Institution / Employer name** | **Type of tasks undertaken / official positions held / certificates obtained / awards given / projects involved / skills acquired** |
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| **Additional Assets or skills that I need to support my development** | | |
|  | | |

**Class Activity #1b – Get LinkedIn**

Follow the appended link to an online video tutorial to set up your LinkedIn account.

**Set up a new LinkedIn Account**

Time : 3.35 minutes

Link : [Set up a new LinkedIn account - LinkedIn Video Tutorial](https://www.linkedin.com/learning/learning-linkedin-2023/set-up-a-new-linkedin-account?autoplay=true&trk=learning-course_tocItem&upsellOrderOrigin=default_guest_learning)   
(https://www.linkedin.com/learning/learning-linkedin-2023/set-up-a-new-linkedin-account?autoplay=true&trk=learning-course\_tocItem&upsellOrderOrigin=default\_guest\_learning)

* After you have set up your LinkedIn account, follow the other tutorials to create your LinkedIn profile to fulfil the requirements in **A(ii) of Assignment 2**
* Populate your LinkedIn profile using content from your activity#1a worksheet
* Continue to build your portfolio and update your LinkedIn profile to keep your information current

**Resources and Examples**

Continue to explore other platforms to build your e-Portfolio, based on your needs.

* e-Portfolio
* NYP students and alumni (e.g [The Design X Media Grad Show 21 #sdmgradshow21 (nyp.edu.sg)](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nyp.edu.sg%2Fschools%2Fsdm%2Fachievements-and-awards%2F2021%2Fsdmgradshow21.html&data=04%7C01%7Cevani_lakshmi%40nyp.edu.sg%7Ca06247206e414d93c61208d9588d6453%7C243ebaed00d04690a7dc75893b0d9f98%7C0%7C0%7C637638186571937021%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=IYS8MKgiLq9PJCF0chYgFtekP75lsDGrBD%2BjMPFf3MA%3D&reserved=0))
* LinkedIn (e.g. <https://www.linkedin.com/pulse/convert-your-linkedin-profile-online-portfolio-hannah-morgan> | <https://vtldesign.com/digital-marketing/social-media/linkedin/how-to-create-an-online-portfolio-on-linkedin/> | <https://www.linkedin.com/pulse/linkedin-portfolio-step-by-step-guide-showcase-your-work/>)
* Wix (e.g. <https://www.wix.com/website/templates/html/portfolio-cv/personal>)
* Google Sites (e.g. <https://www.filiprzepka.com/> | <https://www.youtube.com/watch?v=eoBAPP_5Las>)
* Resume
* MyCareersFuture (e.g. <https://content.mycareersfuture.gov.sg/functional-vs-chronological-resume-with-templates/>)
* Indeed.com (e.g. <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-make-a-resume-with-examples>)
* LinkedIn (e.g. <https://www.linkedin.com/pulse/7-simple-resume-templates-raise-your-game-2017-lisa-marie-boye/> | <https://www.linkedin.com/help/linkedin/answer/a551182>)
* Microsoft Word (e.g. <https://templates.office.com/en-sg/resumes-and-cover-letters>)

**Annex A**

Use this checklist to determine whether relevant documents/items, which best showcase education and work credentials are in your Career Portfolio.

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| --- | --- | --- | --- | --- | --- |
| **Instruction:** Tick accordingly to check if I have the relevant evidence in my portfolio. | | | | | |
| **P** | **Personal Characteristics**  Traits about yourself | Resume | 🞎 | Character testimonial | 🞎 |
| Cover letter | 🞎 | Personality profiling report | 🞎 |
| Personal statement | 🞎 | Health immunization record | 🞎 |
| Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 |
| **E** | **Experience**   * Internship, Part-time jobs, Employment, Co-curricular Activities (CCA), * Volunteer or Community Work | Internship reflection journal | 🞎 | Performance appraisal report | 🞎 |
| Letter of appointment | 🞎 | On-the-job training Log | 🞎 |
| CCA report card | 🞎 | Newspaper clippings or photos of you at work or volunteer activity | 🞎 |
| Certificate of participation for overseas attachment programme | 🞎 | Community involvement programme (CIP) participation record | 🞎 |
| Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 |
| **A** | **Accomplishments**  Recognition of your efforts or abilities | Letter of Commendation | 🞎 | Diploma Certificate with Merit | 🞎 |
| Director’s list, Dean’s list | 🞎 | Recognition award received at work attachment, CCA or volunteer work | 🞎 |
| Leadership positions and responsibilities held | 🞎 | Professional accreditation , licensure (e.g. Nursing License) | 🞎 |
| Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 |
| **K** | **Knowledge**  Educational qualification or formal certification that highlights knowledge attained | Educational certificate  (N Level / NITEC / O Level / A Level / Diploma / Degree) | 🞎 | Academic transcript | 🞎 |
| Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 |
| **S** | **Skills**  All other evidences that demonstrates the skills you have acquired, formally or self-learned | IT & Computer literacy  e.g. creation of system training manuals or websites, attendance record for Adobe Photoshop workshop | 🞎 | Course-related / job-related skills,  samples of coursework deliverables, e.g. prototype, artefact, design portfolio | 🞎 |
| Language Proficiency  e.g. Japanese language proficiency test certificate | 🞎 | Transferable Skills  e.g. Written communication skills evidenced in research papers or Academic journal publication | 🞎 |
| Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 |