**A Portfolio**

**to enhance your skills**

**Application on**

**Innovation Smart Systems - ISS, Innovative and Secure IoT systems – MSIoT, Réseaux Embarqués et Objets Connectés - REOC**

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# Part A: GENERALITY

A.I. PRESENTATION of PORTFOLIO

This document must make explicit with reference to the competency framework of this training, the knowledge and skills acquired by your experiences. It revolves around three modes of demonstration of your experience:

1. a descriptive part about your experiences connected to this training; the expected level of description is not a simple enumeration of tasks or facts but a real appreciation of the context in which you carried out these activities.

2. a technical part based on the presentation of problem situations demonstrating all of your knowledge in the field of this training

3. an analytical part that will be the result of the work carried out and which will present all the skills acquired.

In addition to the supporting documents requested, any other document that you consider relevant may be attached to the portfolio

The portfolio will be submitted to the jury. An oral defense of your portfolio and an exchange will be held with the same jury that will seek the adequacy between your achievements and the requirements of this training.

The construction of this portfolio, through the work of explanation, taking back and projection it requires, is a real training project.

*We hope that this new experience is for you the most interesting possible.*

**A-II Some recommendations:**

The elements of this portfolio are recorded over time, they are the result of a process that is consistent throughout the training but may incorporate earlier elements.

Be specific and append significant documents.

Focus on the diversity of the documents presented (media, publication, observation report, etc.) and the multiplicity of sources of information (peers, training managers, etc.).

The points listed constitute a possible frame but can be adapted to the situation of each one.

Do not hesitate to seek advice and support from your teachers to formalize this portfolio.

**A.III. GLOSSARY**

This glossary is provided to help you identify the relevance of certain concepts to your learning.

* **Acquired experience:** various types of resources (theoretical and technological knowledge, knowledge of the professional context, operational know-how, intellectual approaches ...) that have been acquired through the exercise of activities during your career. The term "acquired" means that they result from learning and are not innate dispositions or personality traits.
* **Theoretical and technological knowledge:** knowledge (concepts, laws, theories, operating modes ...) to understand, analyze or interpret a situation, a phenomenon, a problem and to communicate with a specialist in the field. It may be the knowledge of operating modes but not the ability to implement them. This knowledge is expressed in terms of content.

Examples: electronic circuits, resistance of materials, construction technology, genetic engineering, differential equations, technical regulations ...

* **Operational skills:** ability to use instruments, techniques, methods or procedures. They express themselves with action verbs.

Examples: designing a heat exchanger for a given application, using a CAD software, defining a network configuration, performing a microbial count, conducting a problem study meeting, giving a presentation explaining a research project, working in a team and in network ...

* **Relational skills:** the different ways of being, specific to a personality, adapted to a given situation in order to cooperate effectively with others. This know-how is expressed by the verbs "to be or to have" or by verbs of the relational field.

Examples: being communicative, being creative, having a team spirit, having a sense of listening ...

* **Competences:** set of resources acquired by a subject to act appropriately in a field of constraints and resources (technical, human, financial, logistical, temporal, ..) for a specific issue.
* **Tasks:** sequence of manual and intellectual operations constituting a basic unit of work. An activity groups together several tasks for a given mission. A job is described from a list of activities.

Examples: employment: production manager; mission: to ensure the manufacture of a product; activity: driving a production line; tasks: establish the chronology of the production steps / write the data sheets / manage the supply of production / ensure the operational safety of the production system.

A.IV. PRESENTATION OF Your CURRICULUM

*A.III.1. IDENTIFICATION*

**Personal Information:**

Last name First Name:

Age

Maill:

*A.III.2. CURRICULUM VITAE*

It is a question of adding in the body of the file your synthetic CV (1 page) allowing a global vision of your course.

*A.III.3. YOUR ACQUIRED TRAINING*

This part must explain in as much detail as possible your training course.

**Quote trainings or lessons most related to the PTP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Entitled** | **Organism** | **Year** | **Duration (in number of hours)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Part B: DESCRIPTIVE PART

**B.I. PRESENTATION OF EXPERIENCES LINKED TO THE TRAINING**

You will present ALL of your possible experiences (internships, projects, ...). This is to mention only the date, duration, frame and role occupied.

In the next section (B.II), you will describe the experiences that you think highlight the knowledge and skills of the training.

The purpose of this descriptive part is to understand in what context (s) you have evolved and how the development of your skills within this particular context (s) has occurred.

Please mention the experience (s) that will be the object of your development:

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary table of the whole course** | | | |
| **DATE (from…to…)** | **DURATION (years+moonths)** | **CONTEXTE** | **FONCTION(S)** |
|  |  |  |  |
|  |  |  |  |

**NOTES (to be deleted later)**

*Proposed frame:*

**B.II. Title of Experience N ° 1**

*The description of the experience should not be an enumeration of your activities but a descriptive and detailed study of your functions and tasks in a given context. For each of these experiences, we ask you to describe successively:*

*B.II.1. The environment and context*

*Specify the economic environment in which you have evolved, the organization, its sector and field of activity,*

*Explain the assigned missions, your contribution to the overall production.*

*B.II.2. your function*

*Analyze in a few lines your function in terms of missions or activities.*

**END OF INSTRUCTIONS (to be deleted later)**

**Part C: TECHNICAL PART**

**NOTES (to be deleted later)**

During your journey, you were confronted with problem situations (technical problem solving, strategic choices ...) during which you had to implement a relevant practice to achieve a desired result.

We propose to describe these situations that you had to solve. The chosen problem situations must highlight the technical knowledge you have developed in direct relation to the Training.

Express yourself in terms of "I": "I started with, I searched, I tried to". You will reproduce the proposed frame for each problem situation developed:

**C.I.1 Presentation**

Present the situation by specifying the context, the field of responsibilities, the actor (s), the objectives to be reached, the resources and the constraints (human, material, financial, informational ...), the duration and the dates.

**C.I.2. Resolution of problem**

Explain the chosen solution by answering the following three questions:

"What": the description of the solution; "How": the way to go about it and "Why": the justification of your choice

**C.I.3.The knowledge and skills mobilized**

What new skills did you have to mobilize and develop to solve this problem? How did you acquire them (reading, training, peers)?

**C.1.4. Summary and Review**

Make a synthetic summary of the situation-problem. To conclude, it is a question of taking stock by answering the following questions: what lessons have you learned from this experience? Today with hindsight, what analysis of the proposed solution do you make?

**END OF INSTRUCTIONS (to be deleted later)**

# Part D: ANALYTICAL PART

D.I. ANALYSIS OF SKILLS

You have presented the significant experiences related to the training. You also presented several problem situations where you explained the acquired knowledge and the skills mobilized to solve these problems.

In this last part, it is for you to make an exhaustive analysis of all the knowledge and skills acquired during these different experiences.

In the table below, for each activity, specify your level of execution corresponding to the appropriate figure using the following criteria:

**AP- level of application:** follow-up of instructions or procedures

**AN- level of analysis:** improvement or optimization of solutions or proposals

**M - level of proficiency:** program design or specification definitions

**EX - level of expertise:** definition of orientations or strategies

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Acquired experience in terms of**  1. theoretical, technological knowledge,  2. operational know-how, and relational,  3. intellectual steps  4. other skills related to a given position | **Modes[[1]](#footnote-1)** | **Level**  **(AP to EX)** |
|  |  |  |  |

**D.II. SELF EVALUATION**

* Make a summary of the skills you think you can use with the training.

............................................................................................................ ...

* Possibly what skills are still missing?

............................................................................................................ ...

**D.III. BALANCE SHEET**

* What contributions do you draw from the in-depth analysis of your experiences in building your portfolio?

............................................................................................................ ...

**D.IV. COMPLEMENTARY ELEMENTS**

* Are there additional elements that you wish to communicate to the jury?

…………………………………………………………………………………………….......

# Conclusion

# Annexes

1. Main acquisition methods: Initial training (IT), peer exchange (PE), self-training (ST), professional practice (PP) [↑](#footnote-ref-1)