**Professional Life – Term 4**

**Portfolio**

A portfolio is a collection of documents and reflections highlighting your journey in applying job search skills learned in the Professional Life course. The portfolio serves as a tangible representation of your readiness and competency in pursuing employment opportunities in the IT sector.

**The portfolio will include:**

1. An engaging CV and cover letter tailored for a job description (already assessed)
2. A progress and challenges report detailing your job search efforts (1 page)
3. Practical advice for job interviews within the IT field (half page)
4. A reflection on what you have learnt and how you have improved your skills after performing internal mock- interviews (half page)

**Submission Guidelines:**

* Each component of the portfolio should be well organised and presented in a professional manner.
* The challenges’ report and reflection should be well explained with examples
* Both the challenges’ report and the reflection should focus on technical and soft skills

**Evaluation grid:**

1. CV and CL= evaluation grid already shared (25%)
2. Progress and challenges report (25%)

|  |  |
| --- | --- |
| Depth of reflection on job search experiences | 10 |
| Effective documentation of progress made | 10 |
| Insightfulness in addressing challenges encountered | 5 |

3. Advice for job interviews (20%)

|  |  |
| --- | --- |
| Practicality and relevance of the advice provided | 7 |
| Applicability to real-world interview situations in the IT industry | 7 |
| Insight into strategies for success based on course and workshop learnings | 6 |

4. Reflection (25%)

|  |  |
| --- | --- |
| The preparation for the internal mock interview is explained clearly | 5 |
| The student explains what he/she did well during the interview | 5 |
| The student explains what he/she could improve for the next interview | 5 |
| The student explains what he/she learnt when practising the mock interview | 10 |

5. Overall (5%)

|  |  |
| --- | --- |
| The format is respected (Verdana, Font 12) | 3 |
| The text doesn’t have typo mistakes | 2 |