**Work Based Learning**

**Portfolio Guidelines**

To receive one high school credit for Work Based Learning, your child will need to submit a portfolio that demonstrates proficiency in the subject area.

The portfolio needs to include:

* **Portfolio Evidence of Course Completion Form** with SLP goals.
* **CVA CRT Student Learning Plan and Work Skills Evaluation** signed by worksite supervisor, student, parent and teacher.
* **Time Log** of 150 hours or more of work experience, including portfolio work.
* **Portfolio of Work –** to include:
  + Reflective essay that describes specific information or skills learned or accomplished during your work experience
  + Written career information report that includes international career opportunities
  + Create a presentation that addresses:
    - Health and safety issues
    - Employment law
    - Rights and responsibilities
    - Ethics
    - Workplace skills
  + Create an employability profile, which includes:
    - Completed job application
    - Cover letter
    - Resume
    - Three letters of recommendation
  + Create a brochure for professionals in a career area that lists lifelong learning ideas