**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