

Developing your portfolio

A portfolio is made up of samples of your work that demonstrate your knowledge, skills, abilities and competence.

It provides you with a record of your career to date, detailing your achievements, skills, qualities and qualifications.

A portfolio brings together all the evidence that reinforces what you have achieved in terms of work activities and attainment, using testimonials, appraisals and other forms of personal feedback.

It brings together all the evidence of what you have achieved

It's a valuable visual tool that you can use throughout your career to:

- assess your professional development
- show that you meet the required standards for registration and revalidation (when the role requires it)
- help you interview effectively and negotiate job offers
- prepare for performance appraisals
- manage career transitions
- track accomplishments and successes

A personal portfolio brings together all the evidence that reinforces what you have achieved in terms of work activities and attainment, using testimonials, appraisals and other forms of personal feedback. Think about the skills and competencies you've gained both in and outside your current work environment.

Portfolios should be:

- accessible – easy to navigate, read and understand
- living – change and grow with your personal and career development
- robust – for positive assessment of the evidence
- useful – now and in the future

You need to provide evidence of:

- healthcare competencies

- appraisal evidence
- feedback
- continuing professional development (CPD)
- training/educator standards
- specialist competencies
- leadership standards

Your portfolio evidence can be used by your:

- appraiser at your performance appraisal
- manager for a performance review
- coach/supervisor for evaluation of progress
- assessor for accreditation of new competencies
- colleagues for discussion when reflecting on own practice or seeking testimonials

And to:

- record continuing professional development (CPD) activities for 'keeping in good standing' and professional accreditation
- promote yourself, for example during the job application process

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