

# MY E-PORTFOLIO – What should I write in it?

You have created your e-portfolio and should by now have made a few posts in it. At the end of S3, your e-portfolio will provide your Profile which you will print out. Your Profile will contain your latest and best achievements and skills as well as your Learner Statement which you will write in the All About Me section in your e-portfolio

Think of your profile as a mini Curriculum Vitae, you should highlight and celebrate all that you are good at and have achieved. You should reflect on what you have learned and are able to do in order to help you to further develop and achieve even more!

## **LEARNER STATEMENT (All about me)**

This should be a paragraph summarising your strengths, interests, personal qualities and goals.

What to include in your learner statement

- Look at info from your profile, pick two strengths and one or two types of your personality (e.g. like to think of new and clever ways of doing things)
- Who are you?
- What are your strengths and give examples of how you use these in school or outside?
- What do you like in school/outside school?
- How do you work, do you prefer doing things on your own, with others in teams (give some examples and what you do)
- Hobbies, what are they, what skills do you use in them?

This might include comments about:

- Attitude to learning and work
- Organisational skills
- Motivation and positive outlook
- Ability to concentrate and focus on tasks
- How you like to learn
- What your goals in life are



# The Learner Statement

Your Learner Statement should, as mentioned before, include information about your strengths, interests, personal qualities and goals.



Here are some words that will help you describe yourself and write your Learner Statement.

## MY STRENGTHS

Confidence	Communicator	Perseverance	Hard worker
Integrity	Honesty	Leader	Teamworker
Enthusiastic	Humourous	Original	Listener

## MY PERSONAL QUALITIES

Logical	Mathematical	Verbal	Linguistic
Musical	Motivated	Creative	Understanding
Know my limits	Caring	Supportive	Courageous
Positive	Organised	Reliable	Loyal

## MY GOALS

To help others	To think of others	To be a good friend
To be reliable	To be a hard worker	To keep learning
To be happy	To be content	To always do my best
To make informed choices	To maintain a positive attitude to life	



# Example Learner Statement

## All About Me

My name is Beth and I'm fourteen years old. I go to Parkhouse Academy and at school I enjoy all my subjects. I always anticipate a challenge. I enjoy learning new skills. My favourite subjects are Music and French. I like playing the trumpet and enjoy being creative, composing songs I like being in the school windband because I like being part of a band, encouraging others to play their best and challenging myself to play as well as I can.

I enjoy participating in group activities across the school. I also like to work independently, but if I am in a group I prefer someone else to be in charge. Practical work is my favourite because I enjoy getting involved and taking part. I also enjoy taking part in a lot of school activities like school shows, after-school sports clubs and I am on the school's Fairtrade Committee.

In S2 I was part of the Parkhouse Academy group who worked with the Irvine Bay Regeneration Company. Our task was to come up with ways that pupils could become involved in the regeneration of our area, in partnership with pupils from several other schools. At the end of the project we all learned that working as a team is essential for any project and we were all really happy to win the prize for giving the best PowerPoint presentation to councillors, head teachers and employees of the Irvine Bay Regeneration Company.

Outside of school I volunteer and help out at the local swimming club. I am also a very keen photographer inside and outside of school.



## ACHIEVEMENTS AND SKILLS

You need to think carefully about your achievements – lots of people forget what they have done or simply don't think to include it. You should keep a note of your achievements in your planner to make it easy for you to record them in your e-portfolio.

### Achievements:

- What are your achievements?
- What have you done particularly well?
- What are you proud of?

Achievements might include:

- Involvement in a project, club or activity in or out of school
- Having a particular job or responsibility in or out of school
- Any certificates or prizes you have gained in or out of school
- Interests/responsibilities that you are involved in outwith school
- Success you've had in some of your subjects

**Skills:**

- What skills are your strengths?
- When have you shown your skills?
- Can you give an example?
- List your key skills and how you have used your skills, for example working with others as part of a school committee or leading a team.

Skills should include:

- literacy
- numeracy
- health and wellbeing
- leadership
- working with others
- problem solving and ICT

Look at the Skills for Learning, Life and Work lists, on the next page for ideas of what the skills might look like.

**GOALS AND ASPIRATIONS**

This includes:

- What are your hopes for the future?
- What do you hope to achieve in the senior school?
- What would you like to learn more about?
- Are there any other areas of interest outwith school you hope to be involved in?

**WRITING A GOOD PROFILE**

- Include important and accurate information
- Focus on your most recent and/or best achievements in all areas of learning in and out of school
- Remember to check spelling, grammar and punctuation
- Use a basic black font
- Don't put kisses or hearts in your posts – it's an educational document!



# Skills for Life, Learning and Work

What might these skills look like?



## Literacy

- Contribute to discussions
- Identify main ideas of texts
- Confidence in reading and writing
- Apply skills in other areas
- Explain my thinking
- Know when I am being influenced
- Can create texts

## Numeracy

- Confidence in using numeracy
- Apply skills in other areas
- Explain my thinking
- Interpret data
- Use data to make decisions

## Health and Wellbeing

- Challenge myself
- Recognise my strengths
- Recognise others' strengths
- Aware of other's needs
- Approach changes with confidence
- Positive attitude
- Motivated to do my best

## ICT

- Use ICT to support my learning
- Use responsibly and safely
- Confidence in using technologies
- Positive approach to new technologies
- Use ICT where appropriate

## Leadership

- Have clear goals
- Set high standards
- Take turns
- Delegate to others
- Take different roles
- Contribute ideas
- Accept responsibility

## Problem solving

- Identify problems
- Use different strategies
- Find resources to help
- Test and evaluate ideas
- Use result to form next steps

## Communication

- Use ICT where appropriate
- Listen and observe with respect
- Express thoughts and feelings honestly
- Deliver ideas in an organised way
- Speak with or without preparation

## Working with others

- Value and build on others' ideas
- Listen to others
- Compromise when appropriate
- Know and use others' strengths
- Encourage others
- Appreciate others' points of view
- Take responsibility



# What skills have you used today?

Have you been.....

## Reflective:

- Assessed your own learning?
- Thought about what you are good at?
- Looked for extra opportunities to learn?
- Identified your own success criteria?
- Told other people how well you have learnt?
- Set yourself goals?
- Been able to take criticism?
- Asked for feedback and responded positively?
- Evaluated your strengths and weaknesses?
- Reviewed your own progress?
- Taken some risks and done something different?
- Improved your learning based on feedback?



## Creative:

- Had a really good idea?
- Been creative?
- Made connections?
- Generated an idea?
- Adapted and reacted to a changing situation?
- Tried a different way of learning?
- Followed an idea through?
- Been adaptable?
- Had a new experience?
- Been predictive?
- Explored lots of possible ways of learning?
- Asked thoughtful questions?



## A Leader:

- Organised your time well?
- Looked for a challenge?
- Set high standards?
- Contributed ideas
- Coped with pressure?
- Taken turns?
- Taken some risks and done something different?
- Persevered?
- Accepted responsibility?
- Identified problems and dealt with them?
- Prioritised what you need to do?
- Delegated to others?
- Shown initiative?



# What skills have you used today?

Have you .....

## Analysed and Evaluated:

- Found a question that you would like to answer?
- Found a problem you would like to solve?
- Decided on something you would like to research?
- Carried out research effectively?
- Researched using sources other than the internet?
- Understood why certain decisions are made?
- Come to a conclusion?
- Given evidence to support a conclusion?
- Thought about the reliability of information?
- Analysed something?
- Evaluated something?
- Looked at both sides of an argument?
- Thought from a different perspective?



## Worked with others:

- Encouraged others in the class?
- Worked well with other people?
- Been a good team player?
- Given useful feedback to somebody else?
- Taken part in a discussion?
- Been co-operative with others?
- Reached agreements with other people?
- Shown confidence?
- Been fair and considerate?
- Compromised when appropriate?
- Been a good listener?
- Taken responsibility for your role?



## Applied Yourself:

- Drawn or constructed your answers?
- Translated?
- Found different ways to improve your learning?
- Dealt with a problem step by step?
- Negotiated with others?
- Kept an open mind?
- Found a solution to a problem?
- Had a balanced view about something?
- Been persuasive?
- Organised your work to show?
- Made yourself aware of a current issue?
- Manipulated your answers?
- Demonstrated your answers?



## Help with posting

Sometimes it's difficult to know how to start a post. Here are some sentence starters, however you need to add an ending that shows how you have used or developed a particular skill. You aren't expected to learn every skill mentioned in this booklet, only use the ones relevant to you.

I can.....  
I have.....  
I did.....

I am skilled at.....  
I am confident in.....  
I am able to.....



### EXAMPLE POSTS

In my **Geography** class we were given a task to write a report about an earthquake. This project was very interesting to do because I had to research by myself and find resources to help. Taking responsibility for my work was also a big factor in my project. I had to identify the text that was relevant to my subject. I had to use ICT skills during this project and had to apply several numeracy skills to work out the death toll from different areas where the earthquake and tsunami hit. I was very pleased with my work and I had very clear and specific goals so that I could work to the best of my ability.

In **English** we have been doing a critical essay on Private Peaceful. I put a lot of effort into this essay and I can explain my opinions with evidence from the book. I was working on introductions and conclusions and giving evidence to support my findings. We peer assessed our work using evaluation sheets. We re-drafted our work using the computers and I feel quite confident using ICT to support my work.

I have been learning some new topics in **Maths** this year and I find that I have been able to apply my mathematical skills in other classes such as Science and CDT. I am able to use data to make decisions in these subjects and come to conclusions. Measuring is very important in CDT because mistakes mean that whatever you are making doesn't fit together. I can concentrate whilst working and this allows me to produce the best work possible. I always set myself high standards and enjoy taking responsibility for my own work.

In **Spanish**, we had to make a poster about vocabulary to do with house and home. My group worked really well together. We all took responsibility for our roles. We encouraged each other which helped us make an eye-catching poster that included lots of information. When we were peer assessing we gave useful feedback which helped other groups.

We have worked in groups a lot this year in **Music**, composing and recording songs on various instruments. I feel I have worked well as part of a team and even had the chance to lead the team in our work over a period of time. Writing the words for the songs has taught me to listen to others as well as to encourage some. This has also helped boost my confidence in my writing skills and showed me that I can apply my literacy skills in other areas.



# Word Bank

## Words you may hear or use when thinking or talking about learning skills.

**Remembering** - Can you recall information?

Recognising	Listing	Describing	Identifying
Retrieving	Naming	Locating	Finding



**Understanding** - Can you explain ideas or concepts?

Interpreting	Exemplifying	Summarising	Inferring
Paraphrasing	Classifying	Comparing	Explaining

**Applying** - Can you use the information in another familiar situation?

Implementing	Carrying out	Using	Executing
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**Analysing** - Can you break information into parts to explore understandings and relationships?

Comparing	Organising	Deconstructing	Attributing
Outlining	Finding	Structuring	Integrating

**Evaluating** - Can you justify a decision or course of action?

Checking	Hypothesising	Critiquing	Experimenting
Judging	Testing	Detecting	Monitoring

**Creating** - Can you generate new products, ideas, or ways of viewing things?

Designing	Constructing	Planning	Producing
Inventing	Devising	Making	Composing

## Using correct grammar in your e-portfolio

Your e-portfolio is an educational tool, it's not Facebook or similar social media so you need to write in proper English.

- Use a capital **I** whenever you write about yourself – you are important so you deserve a capital letter!

Eg. I scored 19 out of 20 in a class maths test. This test was about fractions. I was very pleased with myself and feel secure in using fractions in Maths.

- Use capitals when you write a name, a place or a school subject.

Eg. My name is **Catherine Green** and I love **French**. I was able to use my **French** skills when I visited **Paris** during the summer.....

- **Do not** use the type of symbols you would put in a text message or on Facebook – remember this is a formal document.

Eg. <3      xxx      😊      ☹️      ;-)

- Write in sentences, use punctuation marks, watch your spelling and use the correct tense!

Eg. I **did** well                      **NOT**                      I **done** well

- **A lot** is not the one word, it's two different words!
- Don't overuse apostrophes!



**Your** bananas – this means that the bananas belong to you.

**You're** bananas – this means that you are bananas. It's an insult!

The apostrophe replaces a missing letter, in this case the **a** of the word **are**.

- This is also wrong – you do not need an apostrophe to make a word plural!

