Prior Learning Assessment
MCC Portfolio Guidelines

Portfolio preparation

Portfolio preparation is the process of collecting evidence that proves learning from work and life experiences is equivalent to the learning within the traditional classroom.

The portfolio consists of the following sections:

1. Cover page
2. Portfolio Application
3. Resume
4. Narrative
5. Course Outline
6. Completed Course Objective Alignment Document
7. Documentation

Portfolio components in detail

Cover page: The cover page includes your name, student identification number, address, phone number, and email address.

Portfolio Application: This form must be completed by the student and submitted with the completed portfolio.

Resume: Provide an updated resume to include education and work experiences. Include detailed activities, exact dates, accomplishments in the workplace, and all non-formal and work-related training.

Narrative:
- A description of the course for which credit is requested and a description of how the request for credit relates to your educational and career goals.
- A description of relevant work and life experiences and how those experiences relate to the course in challenge. A personal reflection that describes how the student has met course objectives at college-level is also included in this portion of the portfolio.

Course Outline: A current course outline of the course for which the student is requesting credit.

Course Objective Alignment Document: Complete the document for each course objective which states what the learning experience was, how much time was spent on the experiences, how it aligns with coursework and identifies documentation toward each course objective.

Documentation: Each of your experiences will require verification (evidence). These will be returned to the student if requested.

The following are examples of good documentation.

- Work experience – The student must obtain a letter on company letterhead from his/her supervisor verifying work experience used as portfolio documentation.
- License supported by performance standards for acquiring the license
- Certificates from training classes
- Samples of work produced, certificates of completion and grades obtained in service schools
- Completed projects including budget and timeline
- Evidence of training undertaken and completed with description of objectives achieved and learning outcomes
- Evaluation instruments and grades achieved in non-college courses and training
- Books or articles published
- Lectures given on specific subjects, with evaluations
- Applicable portfolio(s) previously prepared
- Documented and validated volunteer work

The following are examples of acceptable documentation but are not as strong as the items listed above.

- Job descriptions
- Promotion evaluations
- Service schools attended, courses completed
- Proposals written

Some learning experiences will be difficult to document, particularly if the experience was a long time ago, or if the organization providing the experience has closed and records are not available. In cases like this, it is better to concentrate on recent learning experiences that can be documented.

The focus of documentation should be on quality not quantity. A few pieces of strong documentation are much better than a box of incomplete and inappropriate evidence.