Unit 1, Outcome 2 - Digital Personal Portfolio

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| **Excelling** | Sets SMART goals in all key areas of employment and evaluates the goals through feedback and self-reflection | Evaluates multiple future employment and education opportunities, with reference to personal aspirations, skills, capabilities and personal attributes | Describes and reflects on personal strengths and limitations with references and possible ways to develop skills and knowledge | Explains multiple key ideas and concepts, with links between them | Evaluates multiple concepts and strategies using a range of resources | Evaluates multiple key research findings | Reflects critically on feedback from a source in portfolio | Completed portfolio and included analysis of all parts of the task, including research, reference to strategies for critical reflection and communication | Identifies all resources used, and resources are from a range of reliable and credible sources. Includes a dedicated reference list, adhering to APA referencing standards. | Conveys information using consistently clear, concise, sophisticated expression, and includes vocabulary/ theories /models relevant to content |
| **Achieving** | Sets SMART goals in all key areas of employment | Describes multiple future employment and education opportunities | Describes personal strengths and limitations relating to future employment and education opportunities | Describes multiple key ideas and concepts | Compares multiple concepts and strategies with reference to research | Explains the strengths and limitations of multiple key research findings | Feedback from a source is actively discussed in portfolio | Portfolio included detailed information related to all parts of the task | Identifies all resources used, and resources are from a range of reliable and credible sources | Conveys information using formal expression, and includes vocabulary/ theories /models relevant to content |
| **Satisfactory** | Sets goals in all key areas of employment | Identifies one future employment and education opportunity | Lists personal strengths and challenges relating to future employment and education opportunities | Identifies multiple key ideas and concepts | Outlines one or more concepts and one or more strategies with reference to research | Identifies multiple key research findings | Feedback from a source is included in portfolio | Portfolio included information related to all parts of the task | Identifies all resources used | Conveys information using formal expression |
| **Not yet satisfactory** | Sets a goal for one key area of employment | Identifies one future employment or education opportunity | Lists personal strengths or challenges relating to future employment and education opportunities | Identifies one key idea or concept | Names one concept or strategy with reference to research | Identifies one key research finding | Seeks feedback from a source | A portfolio was attempted | Names one resource used | Conveys information using informal expression |
| Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **Goal setting for future employment and career possibilities** | **Future employment and/or education opportunities** | **Personal strengths and challenges relating to future employment and education opportunities** | **Understanding of ideas and concepts related to career and education goals** | **Research skills related to career and education goals** | **Presenting findings of research** | **Seeking and acting on feedback** | **Portfolio** | **References** | **Clarity of language** |
| **Key Knowledge** | | | **Key Skills** | | | | **Portfolio Presentation** | | |