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Australian NIT College Pty Ltd t/as
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YOUR PORTFOLIO

A Student Portfolio is important to college students for career preparation and interviewing as well as providing evidence of your efforts towards achieving competency in your course.

"What is a Student Academic Portfolio? And why is it important?"

The Student Academic Portfolio is:

- A student's personal academic record
- A demonstration of a student's academic accomplishments
- A copy of a student's academic projects, assessments and in class activities.
- Additional studies undertaken by the student without teacher input or request.
- A way to show prospective employers the high level of academic work you have done

Additionally:

A Student Academic Portfolio is a way to ask a college or university to grant credit to you for the work you have done in another setting!

If you have taken courses as part of your job, or at an unaccredited college, it is possible for you to ask to receive college credit on the basis of the information and documents contained in your **Student Academic Portfolio**.

The Student Academic Portfolio is a file containing a set of papers and documents chosen to demonstrate that your class work was college/business level quality and that the content and extent of your learning was enough to be acceptable as university credit. The Portfolio should be a number of items divided into separate sections. The sections and items should then be arranged and placed into an order which will help persuade prospective employers or university faculty that your work deserves to be granted credit or acceptance of knowledge.

Maintaining your Student Academic Portfolio is your responsibility and may be subject to random inspection by your teacher or the Administration of SIA. Should you be failing a unit it may be that your portfolio will be requested to demonstrate that you have undertaken all the necessary activities, assessments and simulations along with additional study that may evidence your competency.

Building your Student Academic Portfolio. - You will build your Portfolio as you study your units of competency. To start your Portfolio, you will need a number of file dividers.

The first section you should label "Supporting Materials." Into this, file the following materials as they are available:

- A copy of your transcripts and certificates showing the grades you earned
- Any letters or certificates showing your achievements, awards, and honours from your time at SIA
- Any other material which would show that the academic work you did and the learning you gained is of a high standard.

The other section should be labelled with the name of each course you take, one section for each course. In each course folder you should place the following materials:

- A copy of the course syllabus – unit outlines (these are available from your teacher)
- Any examinations, tests, assessments (WITH THE SUBMISSION RECEIPT ATTACHED) and class activities.
- Any major research papers or projects you produced for the course.
- An official report of your class attendance and final grade.
- Additional course information
- Any additional study you have undertaken outside of the class. Keep a copy of the research you have done, a print out of the website material you have used.

****Students are reminded that it is their responsibility that they keep a copy of all assessments submitted to the teacher.**

Hint: Attach the copy of your submission slip to your copy of the work submitted and keep in your portfolio.