

ILPO55 REFERENCE FRAMEWORK - EMPLOYABILITY PORTFOLIO

TOOL 3: E-Portfolio

Introduction

The 3rd tool within the ILPO55 Reference Framework – Employability Portfolio is the e-Portfolio. The e-portfolio is intended as an instrument of self-evaluation which the Over 55 individual may use in order to showcase his/her knowledge, skills, competences and other achievements, obtained through formal and informal education or work place settings, as well as other initiatives related to Continuous Professional Development (CPD) and Life Long Learning (LLL). In a way it is similar to a Curriculum Vitae, however it provides more detail, and enables the possibility of providing evidence which is difficult to include within (and/or irrelevant for) a CV (such as multimedia files, and/or samples of work produced by the individual). Many times, E-Portfolios are used as extensions of the CV to give a more complete picture of the individual.

What is an E- Portfolio?

A portfolio usually contains:

- the user's reflection as a professional;
- a record of the user's professional development through various experiences;
- proof of the user's performance at work or at school;
- user's achievements and samples of work performed (eg photos / videos/ samples)
- evidence of having acquired new skills

The term E-Portfolio stands for Electronic Portfolio and is not to be mistaken with Employability Portfolio. In fact for the purposes of the ILPO55 project, the E-Portfolio is a tool within the Employability Portfolio which can be used in conjunction with the other tools forming the Employability Portfolio. The E-portfolio is strategically placed within the Employability Portfolio process, following the completion of the ILPO55 Competence Evaluation Questionnaire, through which the O55 individual would have initiated a process of self-evaluation and identified his/her basic strengths and weaknesses, and prior to the Interview, in which the individual would need to discuss his/her aspirations and provide information on him/herself and his/her accomplishments.

As the name suggests, e-Portfolios are electronic applications which are managed by a user and are generally shared online via the web. Being electronic applications, users have the opportunity to develop and maintain its information dynamically over time. In fact, the development of an e-Portfolio should not be seen as one time task but as a process which accompanies the individual in his/her progression. Drawing up a portfolio helps the Over 55 individual prepare for an interview by giving him/her the opportunity to think critically about his/her experience and professional achievements. Similarly the maintenance of such a portfolio would also enable the user to plan his professional development as s/he becomes more aware of his strengths and weaknesses.

Types of E-Portfolio

There are different types of portfolios depending on the purpose which the individual wants his/her portfolio to fulfill. Some examples are:

1. Developmental Portfolio – which shows the progress of a specific task or project
2. Reflective Portfolio – in which the user reflects on his/her, learning process and consequently represents the changes in his/her understanding over time.
3. Representational or Showcase Portfolio – which showcases content, such as achievements etc.

The ILPO55 consortium recommends that the E-Portfolio developed by the user as part of the ILPO55 Employability Portfolio process is a mix of all three categories mentioned above. The E-Portfolio needs to be first and foremost a showcase of the individual, and a tool which s/he can present to prospective employers in order to give a clear image of him/herself in terms of his/her achievements. However, elements from the other portfolio categories should also be included, namely the Reflective Portfolio. The element of self-reflection is central to the ILPO55 Employability Portfolio, which sees the user gradually developing his/her self-reflective skills, thus enabling him/her to trace a path for career progression. Self-Reflection in the E-portfolio can be included in the form of blogs or articles in which the individual reflects on a specific task or personal experience etc. Similarly, the Portfolio should also include elements of the Developmental Portfolio with sections dedicated to the showcasing of tasks/ projects completed by the individual. Such sections could include video or photographic elements which show the individual at work on a specific task etc.

The E-Portfolio is also one of the main tools required for the execution of an RPL exercise. When an individual applies for RPL consideration s/he would need to submit evidences to support his/her RPL claim. Since RPL is one of the tools within the ILPO55 Employability portfolio, the ILPO55 Consortium suggests that the e-Portfolio is designed in a way to fulfill the requirements of such task. In view of this, the following are some of the items which could be included within the e-Portfolio:

1. Blogs/Articles – Both Self-Reflective and argumentative (on a particular topics related to a specific field of study in this case FSS;
2. Links to (or scans of) Resume/CV (paper and/or online);
3. Covering letter/s;
4. Formal Education Certificates;
5. On the job training Certificates; CPD Certificates;
6. Reference Letters from current and past: employers, peers, supervisors, clients etc.;
7. Performance Appraisals, Evaluation forms, letters or appreciation; letters of recommendation;
8. Performance Awards;
9. Samples of Work Performed: Memos; Reports; Plans; Procedures and Forms; Hand-outs; Marketing plans etc.;
10. Photographs and/or videos showing work produced by the applicant and/or the applicant at work;

The creation of an E-Portfolio needs to be based on the target audience. It is therefore recommended that information is carefully selected in order to not overwhelm the audience and ensure that the message is received as clearly as possible.

Recommended Platforms

Selecting a tool for the E-portfolio was one of the main challenges encountered in the project. There are various e-Portfolio applications available online, some of which are free of charge whilst others are against payment. As part of the project, the ILPO55 Consortium researched a number of these tools and decided to recommend six in particular (this does not mean that other e-Portfolio platforms cannot be used in conjunction with the ILPO55 Employability Portfolio process). Rather than a single e-Portfolio, the ILPO55 Consortium agreed that the ILPO55 reference framework should point over 55 individuals towards various readily available tools and leave it up to the applicant to select his/her preferred one, based on his/her skills and needs.

The ILPO55 Consortium recommends the following applications and/or services

1. **Mahara ePortfolio System** (<https://mahara.org/>) – which is an open source software therefore free of charge, but needs to be installed on a server, for example on the servers of an organization for use by its employees etc.
2. **Google Sites** (<https://sites.google.com/>) – Google provides a free of charge but limited service to create a small website. This can be created in the form of an e-portfolio.
3. **Wordpress** (<http://www.wordpress.com>) - offers both free and paid plans in order to create a blog. A blog is one of the best platforms that can be used and adapted as an e-portfolio.
4. **Mijnportfolio** (<https://www.mijnportfolio.nl/nl>) – a dutch portfolio system based on the standards of the NEN 2035:2014nl (a Dutch Standard drawn purposely for the regulation of e-Portfolios).
5. **Pathbrite Portfolios** (<https://pathbrite.com/#maker>) – is a free of charge and user friendly approach to e-Portfolio.
6. **Linked in** (<https://www.linkedin.com>) – which although is a social network it fulfils the role of e-Portfolio perfectly and allows users to build networks.

These are further elaborated below. Wherever possible instructions were given for the first steps required for each system.

1. Mahara ePortfolio System (<https://mahara.org>)

The Mahara ePortfolio system is a learner centred Personal Learning Environment. It is a fully featured web application that can be used to build an electronic portfolio.

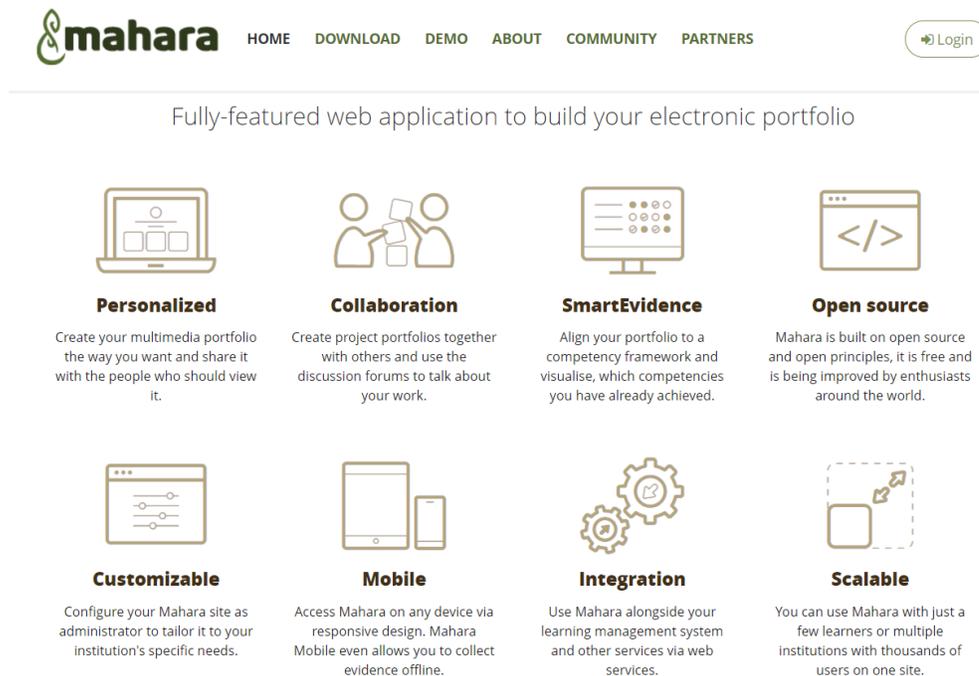


Figure 1 The Mahara ePortfolio system website

The system is versatile and can be adapted for a number of situations. However in line with the objectives of the project, the ILPO55 consortium recommends that this is installed by FSS organisations on own servers and then deployed as an organisational initiative for personal development. The installation of such a system requires advanced IT skills, and hence it is suggested that over 55 employees discuss with their own superiors and if applicable the IT department in view of possible server costs and installation efforts.

1. The over 55 employee can track own progress and achievements and share them within the organisation.
2. Employers can provide feedback to the over 55 on portfolios, whilst supporting the development of the over 55 employee. Furthermore they can learn about employee skills and competencies by viewing direct evidence of their achievements
3. Managers can support the over 55 team members in their professional development and support them throughout

2. Google Sites (<http://sites.google.com>)

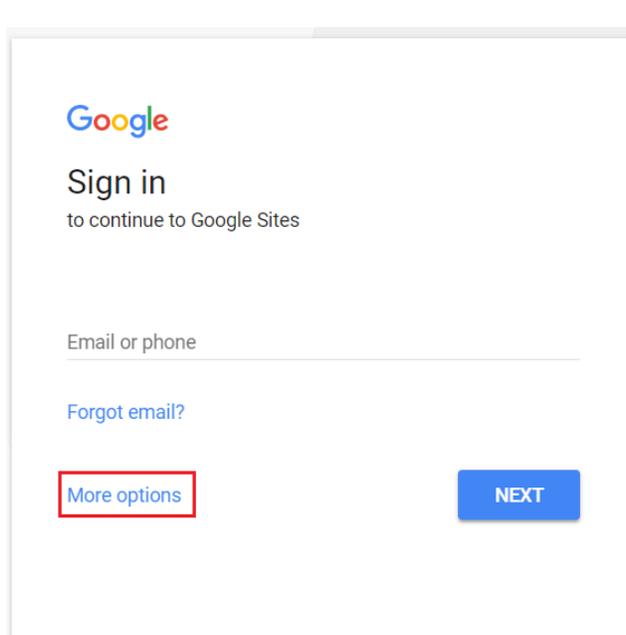
Google Sites is a structured wiki and web page creation tool offered by Google as part of the G Suite productivity suite. It is based on a user friendly interface that enables even basic users to create a website.

The free account does however have some limitations as only 100mb of storage is available. Hence one would need to be careful with regards to file sizes for any form of portfolio evidence uploads.

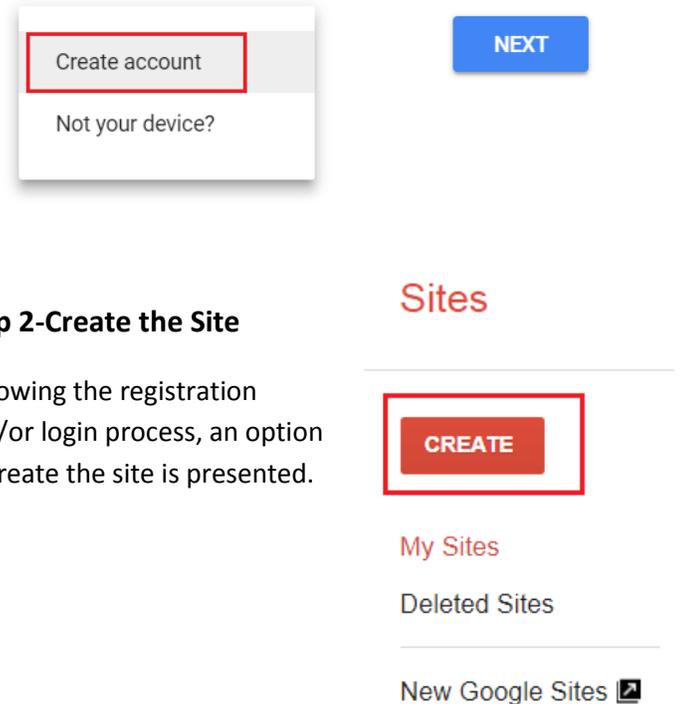
In order to use the service one would need to have a google account. If this is not available, such can be created prior to using the service.

Step 1 – Accessing the service

When accessing the link sites.google.com, the user is greeted with a login page. Details can be entered, or else choose 'More options' and then 'Create account'. The instructions are easy to follow and an account can be created in a few minutes. The process to set up the website is also quite simple. A step by step process is included below.



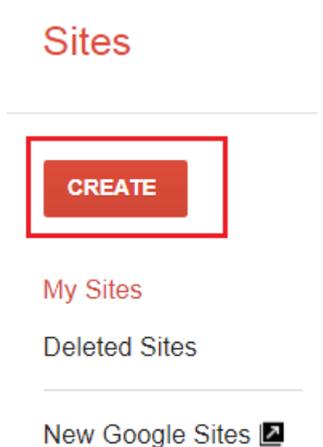
The screenshot shows the Google Sites sign-in page. The Google logo is at the top left. Below it, the text reads "Sign in to continue to Google Sites". There is a text input field for "Email or phone". Below the input field, there is a link for "Forgot email?". At the bottom left, there is a "More options" link, and at the bottom right, there is a blue "NEXT" button. A red box highlights the "More options" link.



The screenshot shows the account creation options. There is a "Create account" button, a "Not your device?" link, and a blue "NEXT" button. A red box highlights the "Create account" button.

Step 2-Create the Site

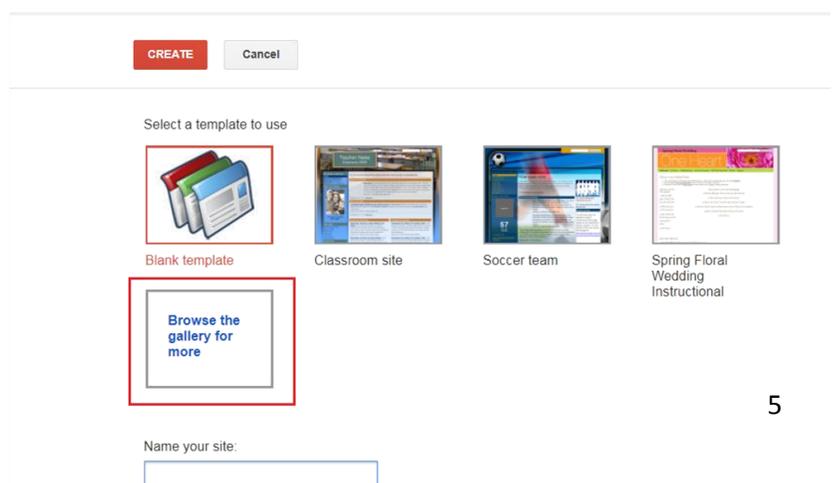
Following the registration and/or login process, an option to create the site is presented.



The screenshot shows the "Sites" page. There is a red "CREATE" button. Below it, there are links for "My Sites" and "Deleted Sites". At the bottom, there is a link for "New Google Sites" with an external link icon.

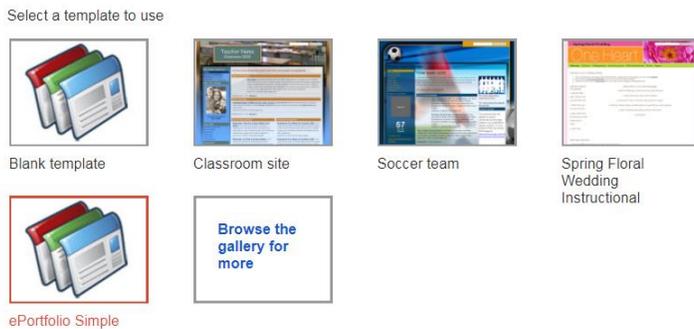
Step 3- Choose the Template and Site Name

a) Google Sites provides a number of ready-made templates, one of which is in fact to be used for an e-portfolio. For this purpose, the option 'Browse the gallery for more' is to be chosen



The screenshot shows the template selection page. There is a red "CREATE" button and a grey "Cancel" button. Below them, there is a section titled "Select a template to use". There are four template thumbnails: "Blank template", "Classroom site", "Soccer team", and "Spring Floral Wedding Instructional". Below the thumbnails, there is a "Browse the gallery for more" button, which is highlighted with a red box. At the bottom, there is a text input field for "Name your site:".

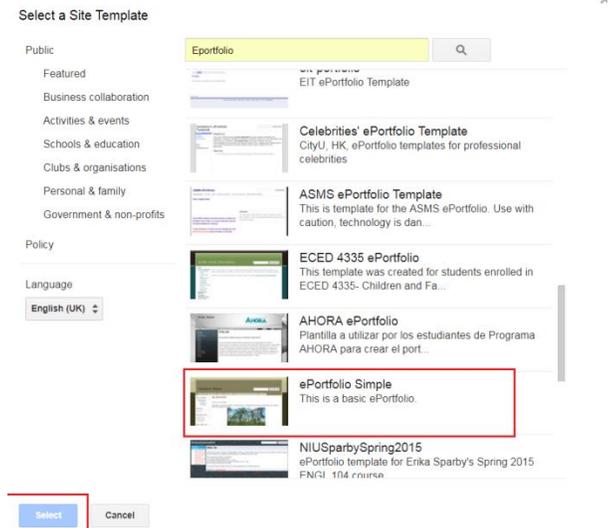
b) The website provides an option to search for a particular template. One can write Eportfolio in the search box, and a list of templates is presented. Click on the template and then choose 'Select' For the purpose of this example, the 'ePortfolio Simple' template was chosen. Google sites, will take you back to the previous screen.



Name your site:

Site location - URLs can only use the following characters: A-Z,a-z,0-9

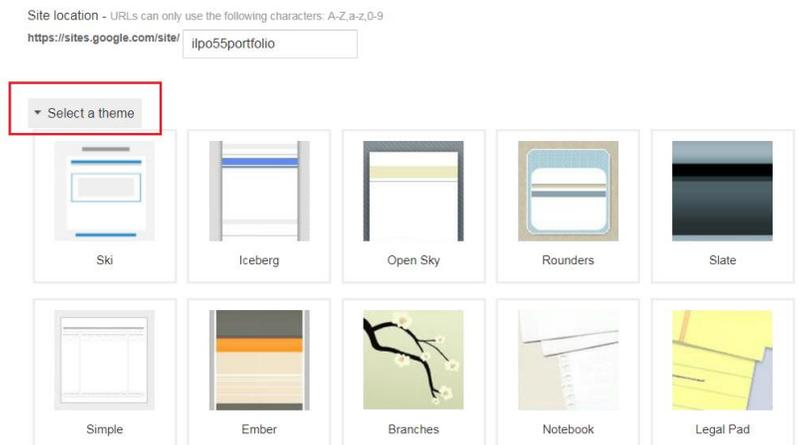
https://sites.google.com/site/



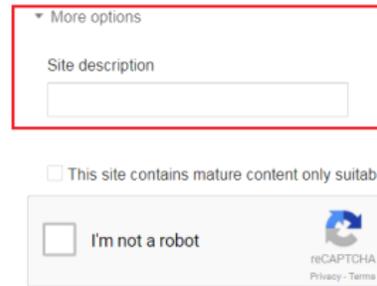
c) The template chosen now features in the template selection. A name is to be given for the website. The link to the website is automatically then populated by Google Sites. For the purpose of this example, the title 'ILPO55 Portfolio' was chosen, however this can be adapted accordingly eg '<Name Surname>Portfolio'

Step 4 Choose a site Theme and Describe the Site

The arrow next to 'Select a theme' can be chosen, and a list of themes is presented. There is also the opportunity to choose 'More options' and also write a Site description.

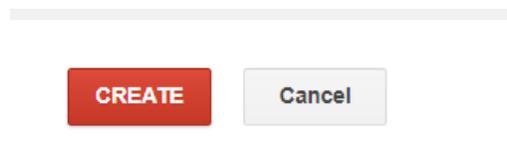


The checkbox I'm not a robot is also to be ticked. This is only a security verification process that protects from spam and abuse of service.

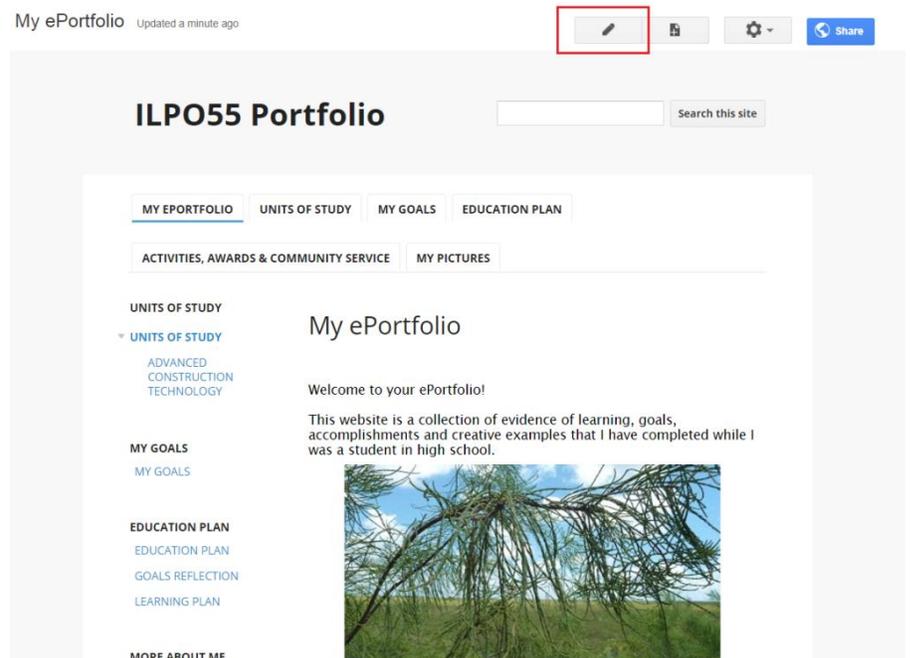


Step 5 Create the Site

Once all the above steps are completed, it is suggested that all details are checked once again. When ready, the 'Create' button is to be chosen. This is located in the top part of the page

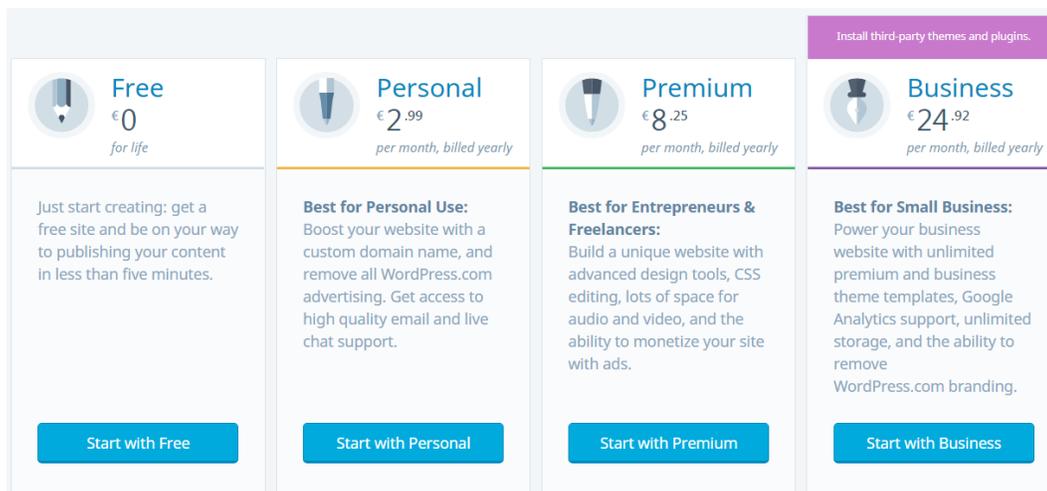


A 'Creating your site' message will be shown, and after a few seconds, your site (e-portfolio) will be created and you will be taken to the main page. The Edit Page button can be used to then edit the contents of the web page using a simple graphical interface. The 'Create Page' button can be used to add more pages, whilst the 'Settings' button can be used to modify a number of settings, such as site layout, pages, template, etc..



3. Wordpress (<http://www.wordpress.com>)

The web service wordpress.com offers both free and paid plans for anyone to create a website or a blog. Blogs can also be used as an ePortfolio. Blogs can store and organize content in several ways, and also chronologically. Your personal development can therefore also be tracked and shared with others, such as prospective employers. Set up is easy and can be done in a few easy steps.



Creating a wordpress.com account

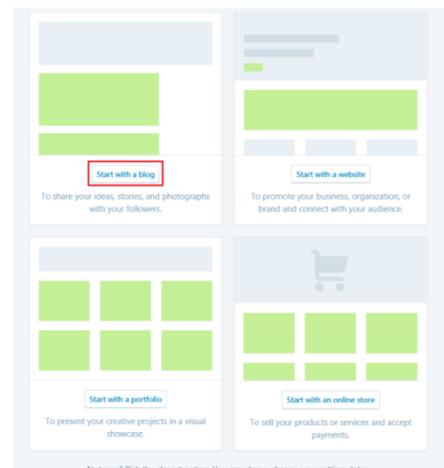
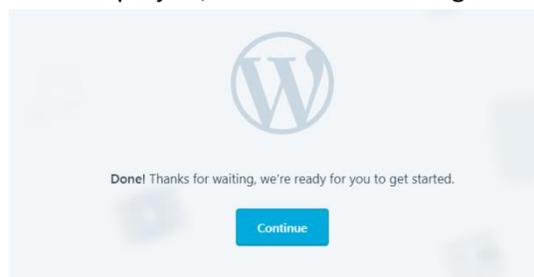
Step 1-go to www.wordpress.com

Visit the website www.wordpress.com and click on the 'Get Started' link. One is available on the top right hand corner of the page, whilst the other one is presented as a first item on the homepage.



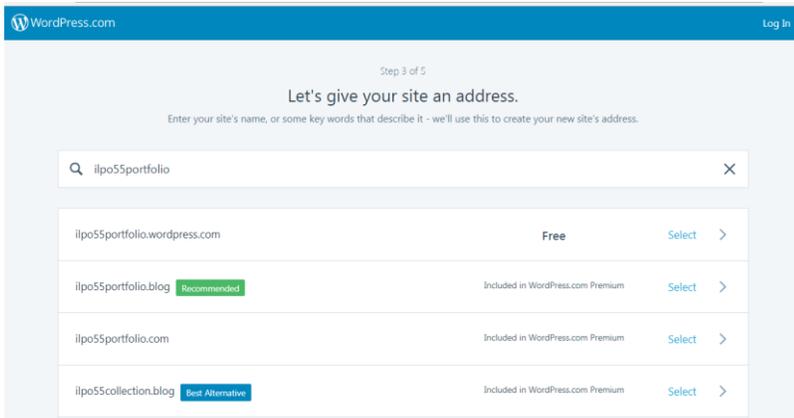
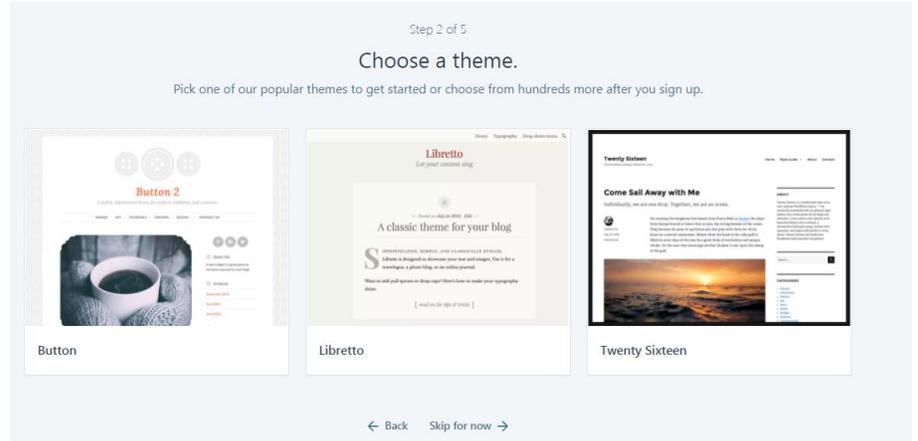
Step 2- Choosing the type of website

You will then be taken to another page so as to select the website type. There will be 4 options to choose from, as shown in the image below. For the purpose of this project, the 'Start with a blog' choice is to be selected.



Step 3- Choosing the theme

The third step requires the user to select a theme. Initially three options are given, however one can also choose to skip this step as other themes will be available once the account is created

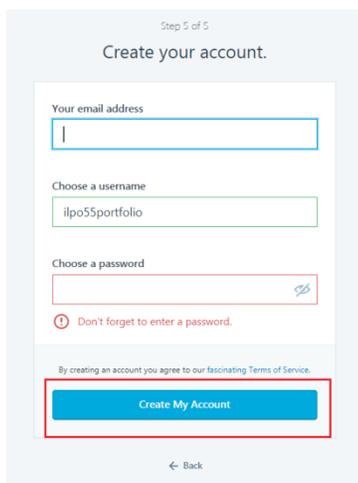
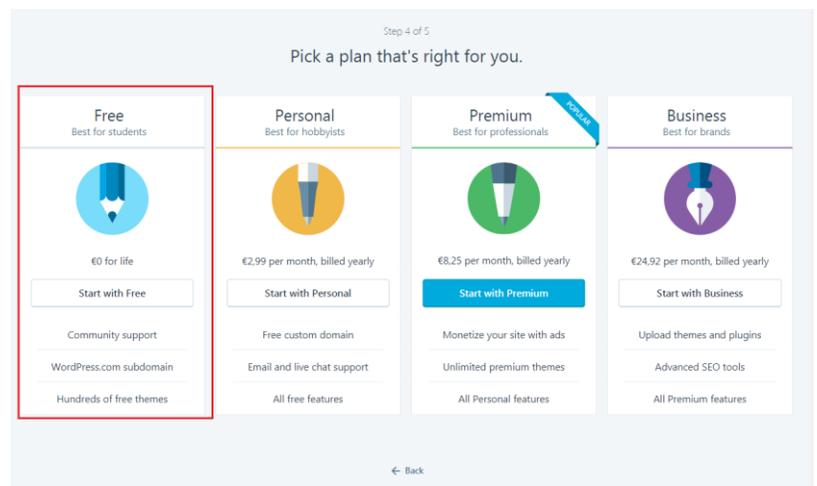


Step 4- Choosing the website address

This is an important step, since there is the opportunity to choose the name for the portfolio. The free account will give you an address ending with a wordpress.com. The website will also give you other suggestions.

Step 5-Choosing the plan

The next step allows the user to choose the plan. The free account should be sufficient for the for the purpose of the ILPO55 project.

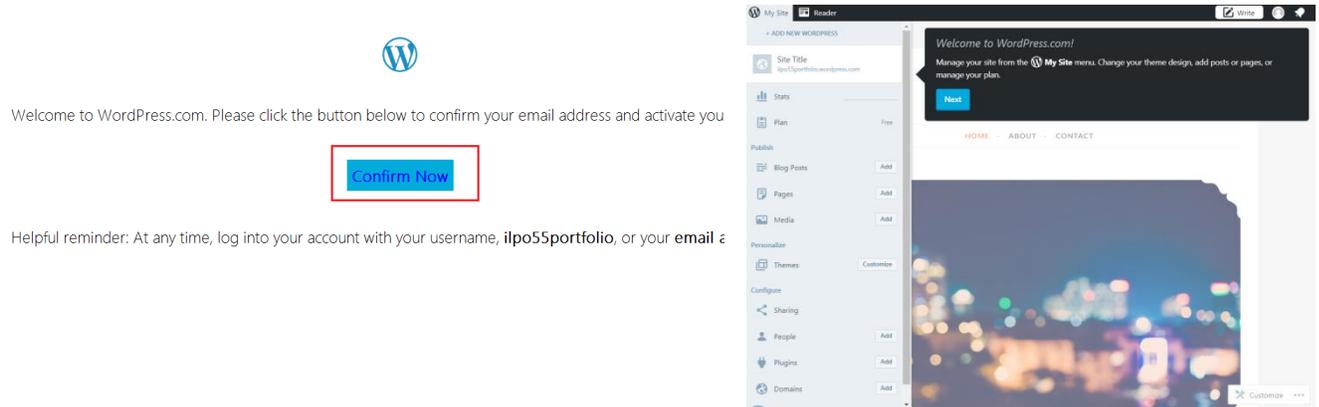


Step 6- Creating the account

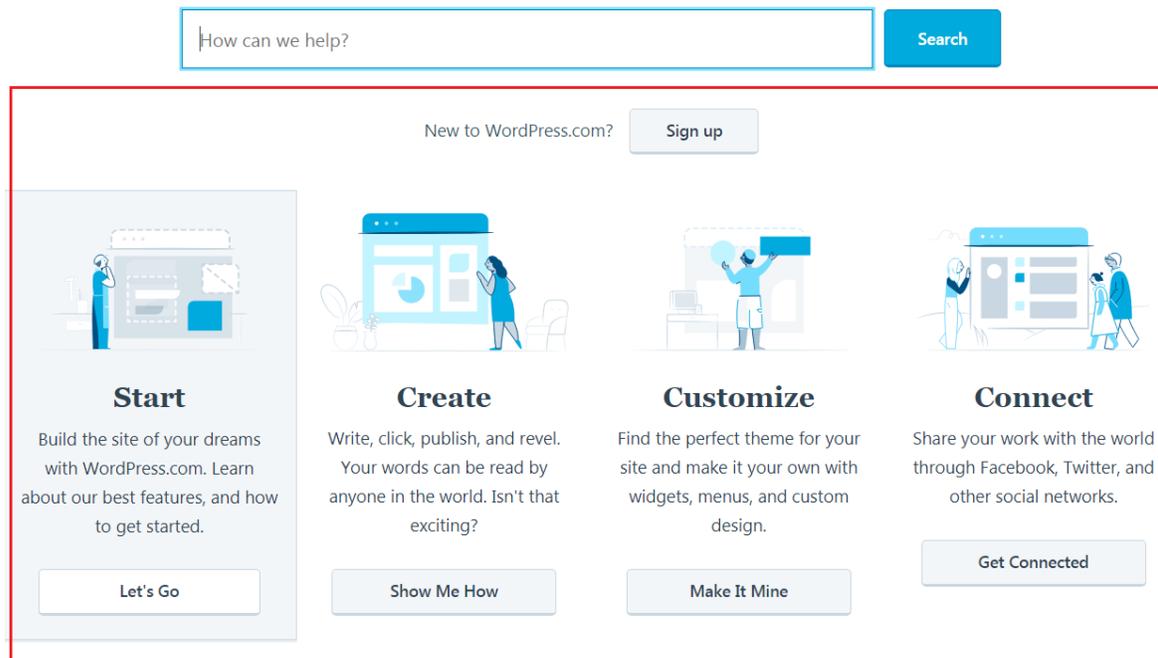
The website requires a valid e-mail address to create the account together with a strong password.

Step 7- Confirming the account.

As a last step an e-mail will be sent to the registered e-mail address. The confirm now button included in this email should be selected to finish the process. This will take you to the main dashboard of Wordpress



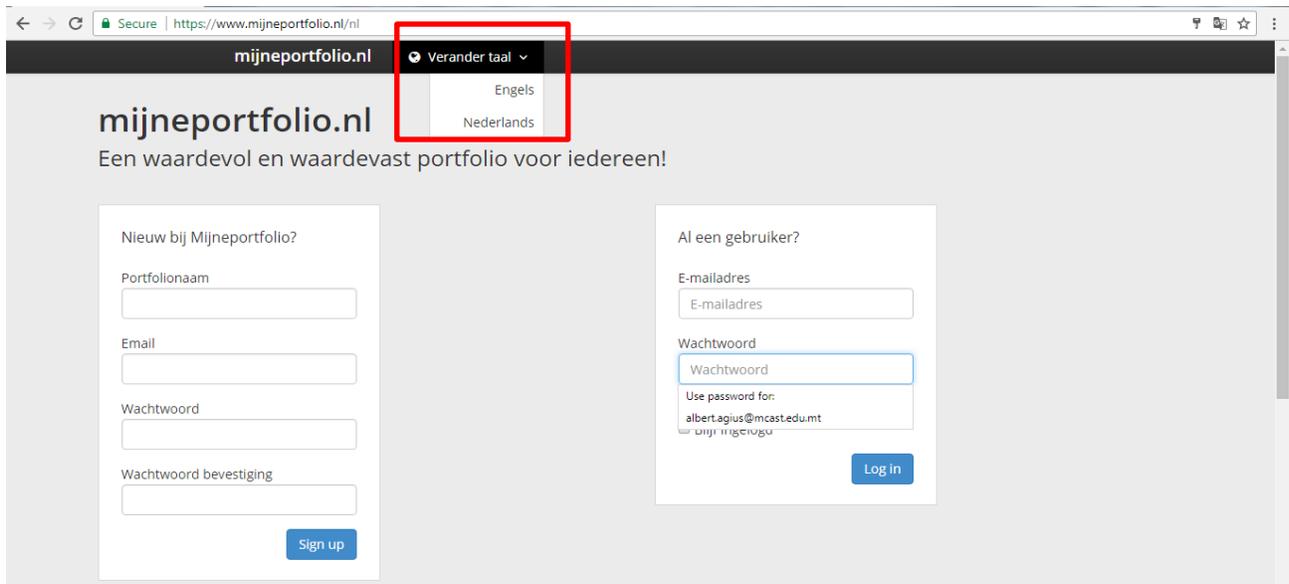
Further information on how to customize the site, and start creating the website can be obtained from <https://en.support.wordpress.com/>



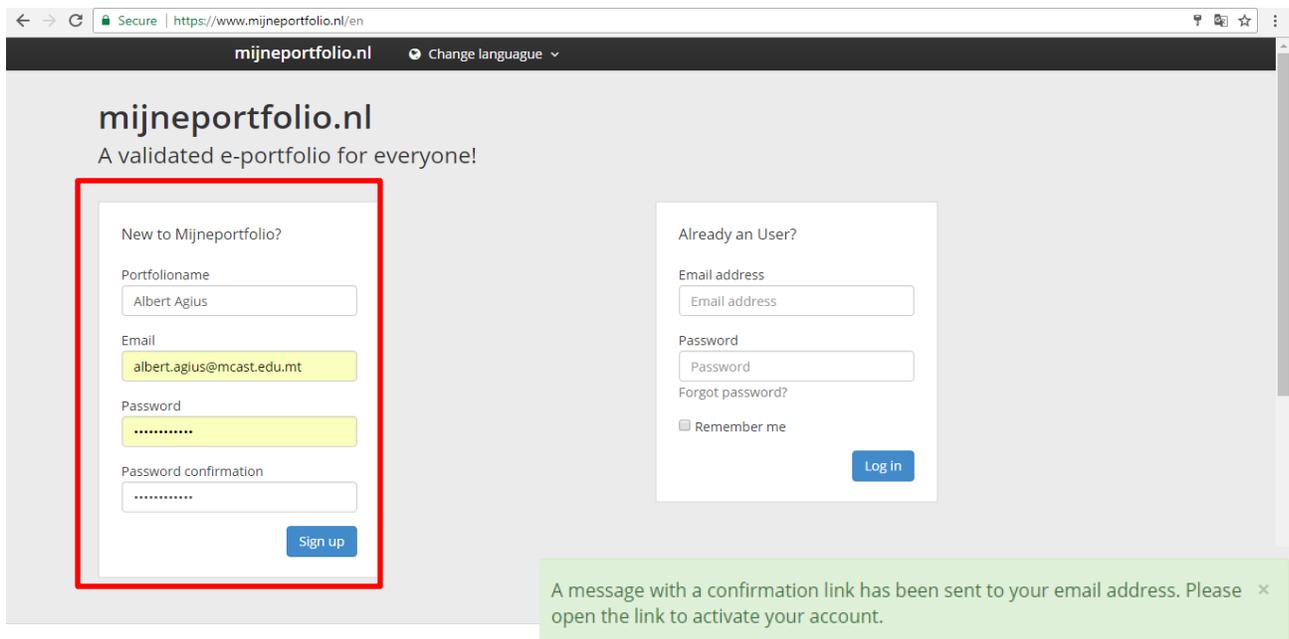
4. Mijnportfolio (<https://www.mijnportfolio.nl/>)

Mijnportfolio is a Dutch online portfolio system, based on the standards of the NEN 2035:2014nl. The latter is a Dutch Standard drawn purposely for the regulation of e-Portfolios, and their exchange in the Netherlands. Being built around such a standard the Portfolio includes all the elements which considered as

standard for professional E-Portfolios. The Minjeportfolio is rather easy to use. It is available in 2 languages; Dutch and English, which can be toggled from the title screen as shown in the image below.



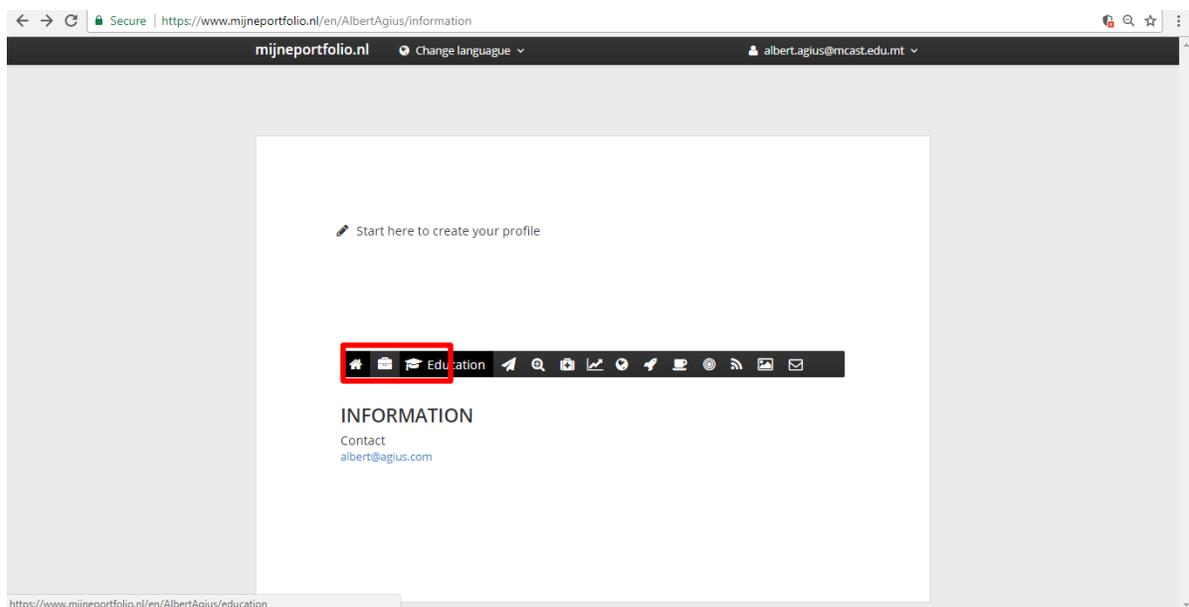
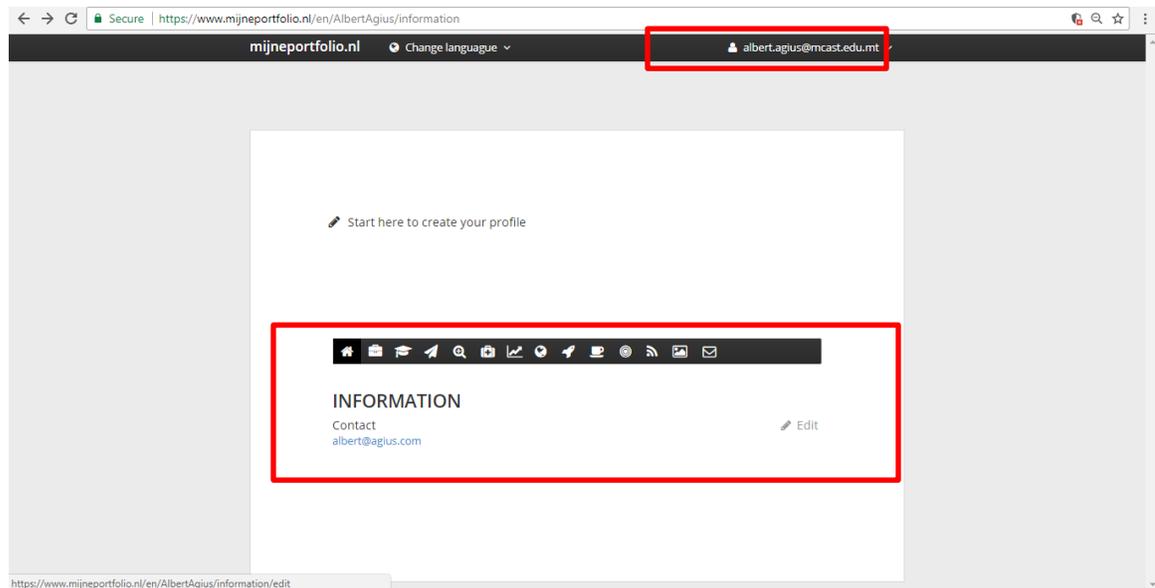
Once the language is selected users will need to create an account by filling in the form on the left hand side of the screen. Very little information is required, a Portfolio Name, which is usually the name of the portfolio user, an email address and a password which needs to be confirmed.



Once all fields are completed, the user is to click on sign up, and an email with an activation link is sent to the selected email address. Following the link from the email will activate the user's account and s/he may start using mijneportfolio.nl.

The homepage is very simple. Upon logging in, users will be guided to a single home page with a taskbar containing a number of symbols, each representing a portfolio category in which the user may upload his/her information. Each category is title is displayed simply by hovering the mouse over the icon. Similarly, from the homepage the user will have the option to update his/her personal information. On the top right

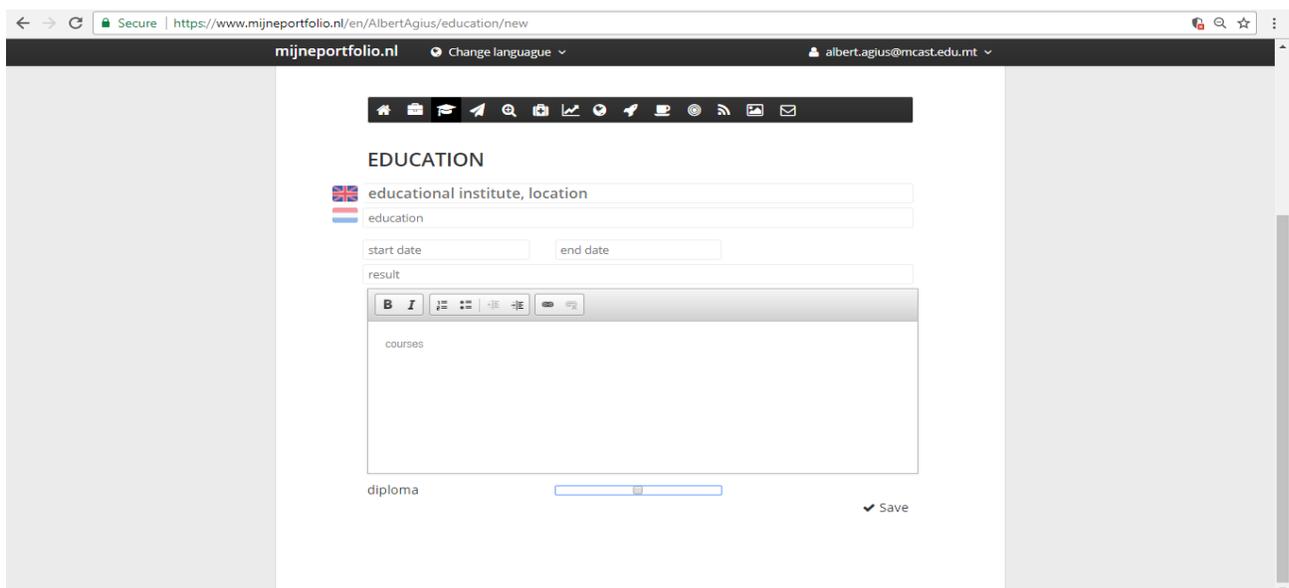
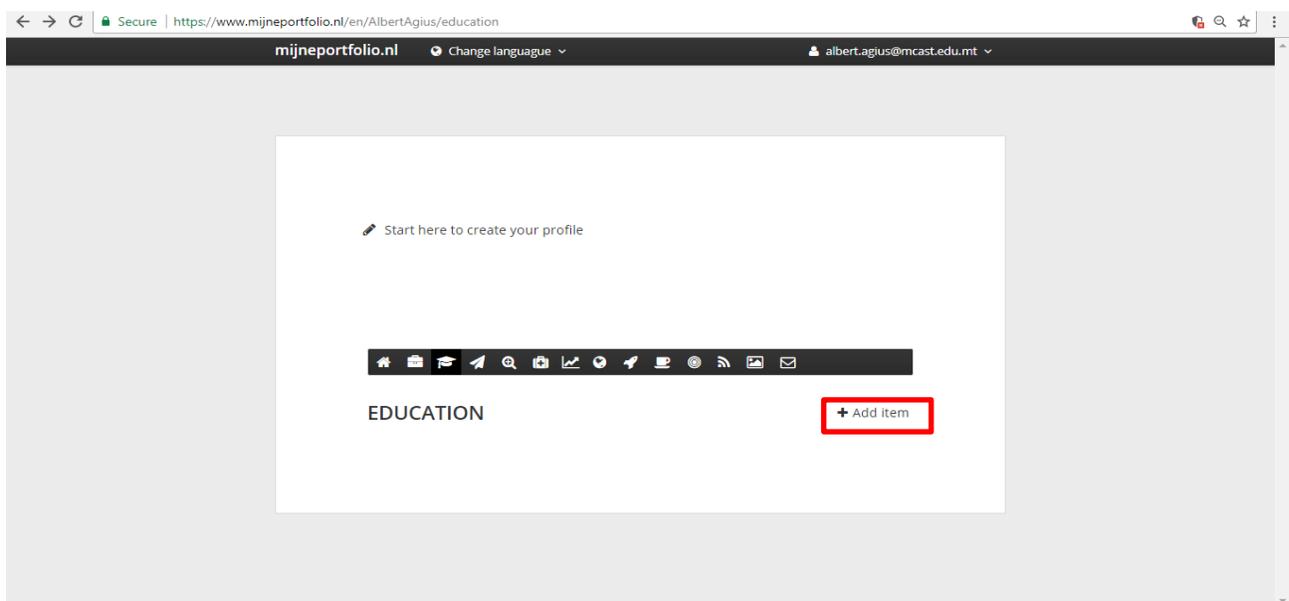
of the screen the homepage users will have the option to either logout of the portfolio or access the settings which include the options to: change password; select the number of languages and the primary language; making the account private.



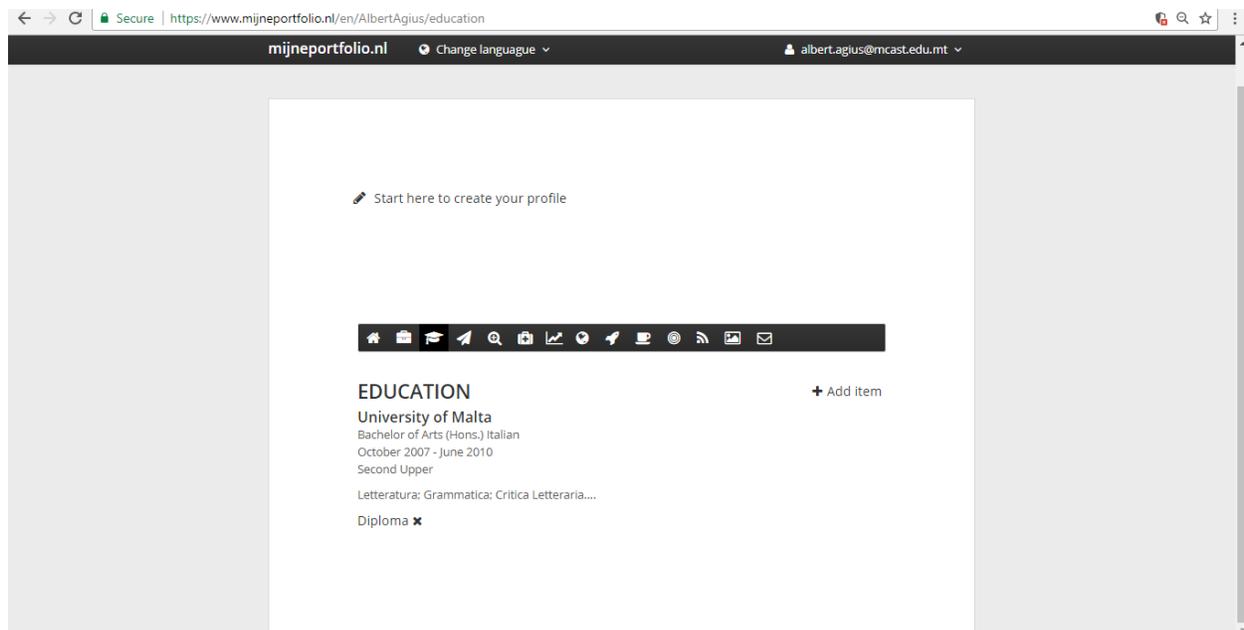
The following are the section forming part of the portfolio, and for which users may upload any relevant information they may have:

1. Work Experience
2. Education
3. Interests
4. Evaluations
5. Conditions
6. Development
7. Network
8. Ambitions
9. Internships
10. Skills
11. Albums
12. Contact

Upon clicking on one of the headings, users will be taken to a new page which will contain the information related to the specific heading previously added by the user. In order to access the form for adding information users are to click on the “add item” button available on the right hand side of the screen as shown below.



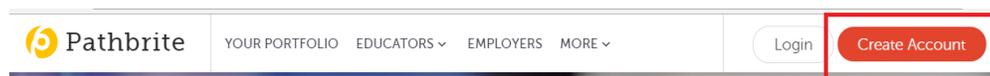
As can be seen from the screenshot above, adding information is very simple. Users only need to include the information within the specific form provided and click Save. In this particular section users are asked to indicate the Institution and location providing Education; the years in which the specific course or training was followed; the result obtained; and whether the certificate is a diploma or not. Once all fields have been filled in and saved, information will be displayed as shown in the screenshot below. Multiple items can be added to the same section by clicking on add item and repeating the same process.

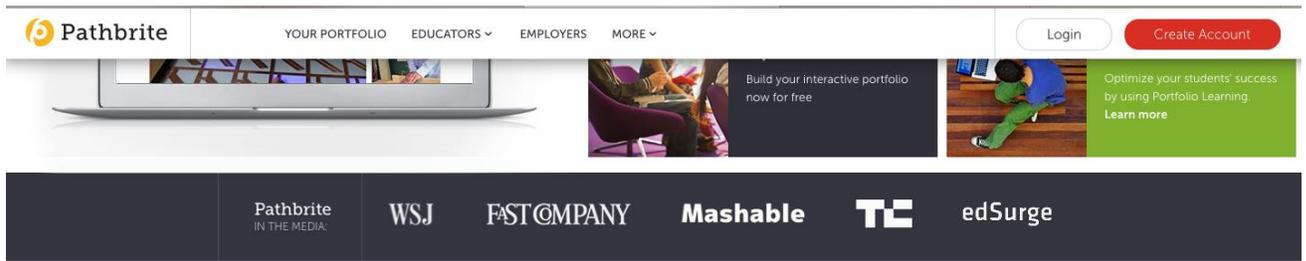


The Main drawback of Minjeportfolio is that it cannot be shared with a third party without giving the latter access to the portfolio through the user's username and password. To this effect the portfolio is ideal for situations in which the user will be present at the time in which the portfolio is being reviewed (i.e. an interview) and/or for personal use as a tool for organizing his/her own personal information. In situations where the user needs his/her information to be public, and/or needs to send his portfolio to others for viewing and evaluation, the ILPO55 consortium recommends one of the following tools.

5. Pathbrite (<https://www.pathbrite.com>)

Pathbrite is a service that offers the opportunity for individuals to create an online digital portfolio for free using a simple drag and drop interface. The service allows you to upload different files as evidence of your achievements. Furthermore one can then also group these into categories such as knowledge, skills, attitudes and others which the user can customize. An account can be easily created by choosing the 'Create Account' button located in the top right hand corner of the main page





Assemble Gorgeous Portfolios in Minutes.

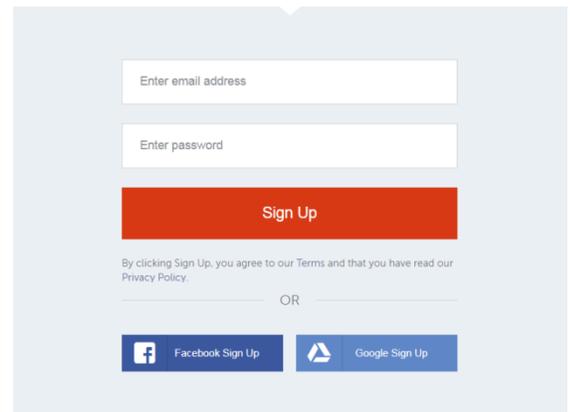
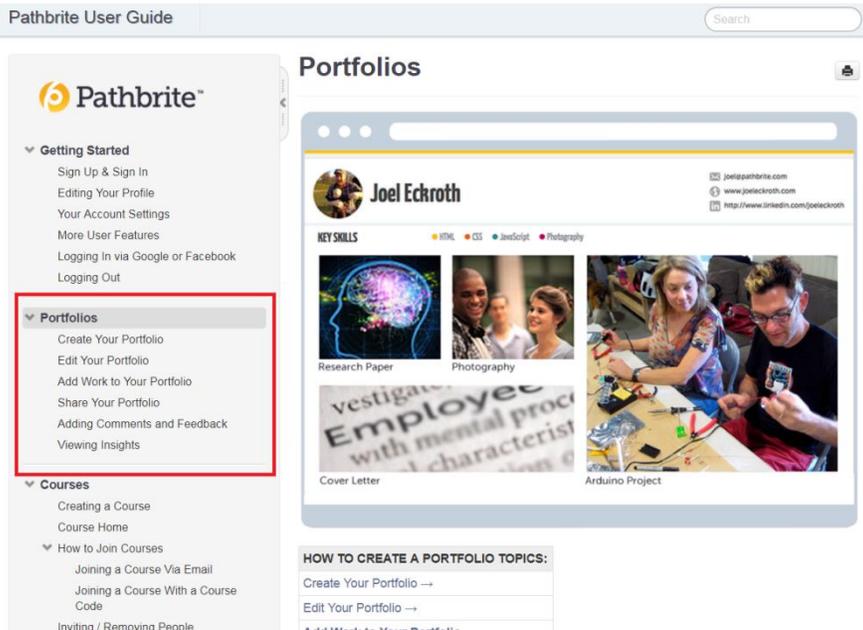
Tell your story your own way. Capture and share the evidence of your success and growth with Pathbrite portfolios. Simply drag and drop images, videos, documents, or other digital media straight into Pathbrite. Then, resize and move the items around to your liking. Finally, pick one of our professionally designed themes, and you are ready to share your portfolio, viewable on any device. It's that easy!

[Learn More](#)



You will be taken to another window whereby you can register using your email or else a Google or Facebook account.

[Sign Up Now](#)
Sign Up using your email address, or Facebook or Google

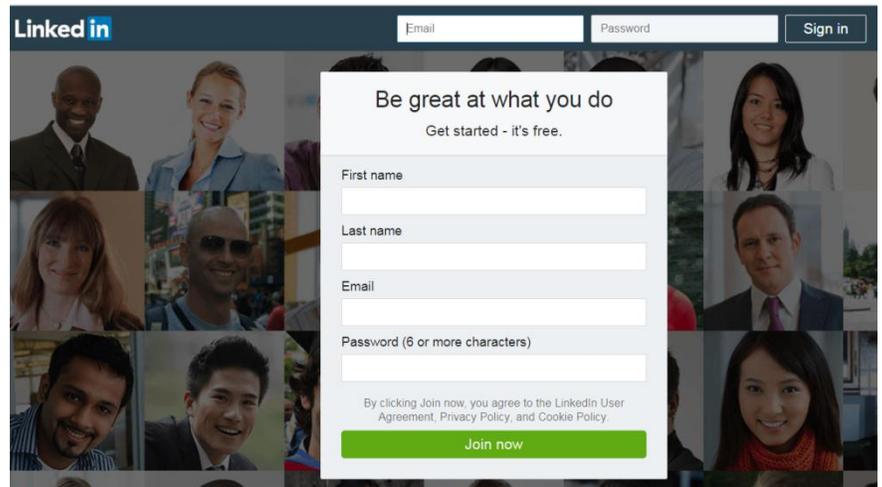


Further information about the process to create a portfolio with Pathbrite can be obtained from:

<https://pathbrite.com/userguide/1/en/topic/portfolios>

6. LinkedIn (www.linkedin.com)

LinkedIn is a business and employment oriented social networking service. It is highly used by professionals for networking and to also showcase achievements, background and share posts or articles.

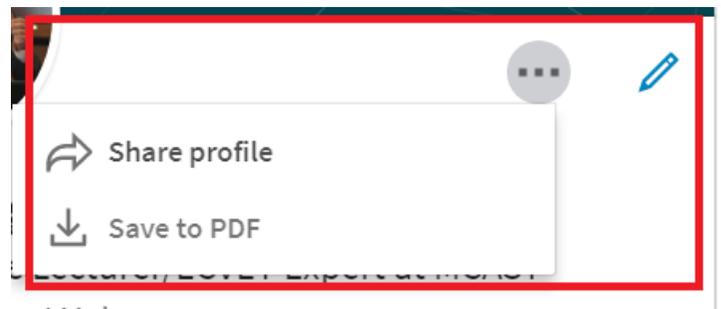
A screenshot of the LinkedIn registration page. The page features a dark blue header with the LinkedIn logo on the left and input fields for 'Email' and 'Password' on the right, along with a 'Sign in' button. The main content area is a white registration form titled 'Be great at what you do' with the subtext 'Get started - it's free.' The form includes fields for 'First name', 'Last name', 'Email', and 'Password (6 or more characters)'. Below the password field, there is a small disclaimer: 'By clicking Join now, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy'. A green 'Join now' button is at the bottom of the form. The background of the page is a collage of diverse professional portraits.

An account can be also easily created using the registration form available in the main page. Following registration, one can start building a profile that can include a general description, educational achievements, accomplishments, work experience, voluntary work, projects, honors

and awards etc.. One can also add relevant work directly under the summary, work experience or education sections. This can include

- Images
- Links to webpages
- Videos
- Presentations
- Documents

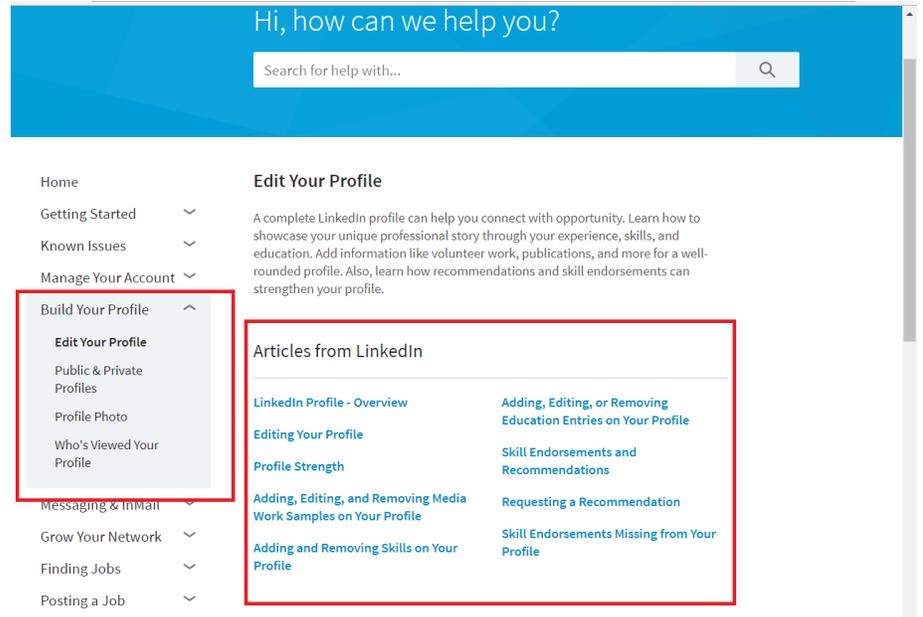
The service also provides the opportunity for a user to given or else request recommendations from people within own network. Furthermore, people in the network can also endorse a user for particular skills. After completing the profile, one can share through a link or else save in the form of a PDF file that can be shared.



Further information can be obtained from the LinkedIn Help Centre:

<https://www.linkedin.com/help/linkedin/topics/6042/6043>

A number of articles are also available to help the user build a successful profile. It is always important to keep in mind that this profile should focus on professional achievements and thus should be distinct from any other personal social networking profiles.



Hi, how can we help you?

Search for help with...

- Home
- Getting Started
- Known Issues
- Manage Your Account
- Build Your Profile**
 - Edit Your Profile**
 - Public & Private Profiles
 - Profile Photo
 - Who's Viewed Your Profile
- Messaging & InMail
- Grow Your Network
- Finding Jobs
- Posting a Job

Edit Your Profile

A complete LinkedIn profile can help you connect with opportunity. Learn how to showcase your unique professional story through your experience, skills, and education. Add information like volunteer work, publications, and more for a well-rounded profile. Also, learn how recommendations and skill endorsements can strengthen your profile.

Articles from LinkedIn

LinkedIn Profile - Overview	Adding, Editing, or Removing Education Entries on Your Profile
Editing Your Profile	Skill Endorsements and Recommendations
Profile Strength	Requesting a Recommendation
Adding, Editing, and Removing Media Work Samples on Your Profile	Skill Endorsements Missing from Your Profile
Adding and Removing Skills on Your Profile	