Developing and Maintaining a CPD Portfolio

Introduction

The maintenance of a portfolio of continuous professional development (CPD) is good practice for all teachers, regardless of their experience or aspirations. It can offer a systematic method of recording professional analysis and development throughout a teacher’s career. Teachers aiming for re-accreditation under the Professional Update process, or aiming to achieve Professional Recognition from the GTCS or who are undertaking the Standard for Headship will be required to maintain a professional portfolio, such as a learning log, which demonstrates their commitment to lifelong learning.

The Review of Development Activity (section 3) and CPD Profile (section 6) sections of the PRD forms will assist in the gathering of a CPD portfolio. However, teachers may wish to gather further information to maintain a full and comprehensive portfolio.

This factsheet focuses on how to develop and maintain a CPD Portfolio.

Reasons for developing a CPD Portfolio

The CPD Portfolio would remain the personal property of the individual teacher but could be used to:

- present an analysis of personal and professional development;
- present illustrations of current skills and abilities;
- provide additional support in preparing for professional review;
- provide a basis for discussion with key colleagues;
- plan future professional development;
- self-evaluate professional competence; and
- assist in recording activities which may lead to accreditation.

Recommended contents for a CPD Portfolio

The contents of a CPD Portfolio will vary but below is a way in which you could structure your portfolio:

- Section 1 – Personal and Professional Information
  
  This section of the portfolio could contain information about you and your career to date, including:
• **Section 2 – Organisational Information**

This section of the portfolio can be used to gather plans and frameworks which inform and delineate the context in which you work. This helps to clarify your role in your school and the contribution you are expected to make in fulfilling school objectives.

Some of the following may be relevant to keep for future reference:

- **National priorities**, including information relating to preparation for these;
- **Council and Service Plans, e.g.** Departmental / School Improvement Plans, NAC Council Plan, Education & Skills Service Plan
- **Professional Review & Development (PRD) Procedure** – available on Glow.

• **Section 3 – Personal Planning**

This section would relate specifically to you and should include an evaluation of your experience, knowledge, skills and attributes to assist you in identifying areas for development.

This section will also provide a comprehensive record of professional review and CPD which will provide you with evidence when planning and prioritising the next stage of your development.

Suggested areas to include are:

- **Self-evaluation** against the relevant GTCS Standard;
- **PRD Records**, including CPD Profile,
- **Reflective Accounts**, reflective commentaries on CPD activities undertaken and their impact;
In reflecting on the impact or outcome of development experiences in the short or longer term, you may wish to record any increase in knowledge, skills or practice as a result, in addition to developments in attitude and/or behaviour.

- **Section 4 – Evidence**

  The generation and collation of evidence is needed in the recording, monitoring and evaluation of CPD. In this section, it may be useful to gather a range of evidence which validates your self-evaluation.

  Suggested areas to include are:
  
  o *Professional qualifications*
  
  o *Certificates* of participation / completion
  
  o *Self-Evaluations*, including an analysis of professional experiences and self-evaluation of professional competence (using, for example, aspects of the appropriate national standard)
  
  o *Examples* of good practice

- **Section 5 – Resources**

  You may find this section of the portfolio useful to keep links to websites or catalogues that you refer to in CPD planning.

  Examples of resources to include are:

  o *Inhouse CPD catalogues*
  
  o *National Register of CPD Providers*
  
  o *Learning and Teaching Scotland*
  
  o *Book Reviews / Must reads*

**Electronic or Manual Portfolio?**

Whether you create your CPD portfolio electronically or manually is your choice. If creating this manually, an A4 folder structured into the sections above, which you can add to as you go along, may suit your needs. If creating this electronically, create a CPD Portfolio folder, and within this sub-folders for each section. Then, you can save documents to this folder as you go along.