



Using Digital Portfolios with Adult Learners to Improve Workforce Preparation Skills

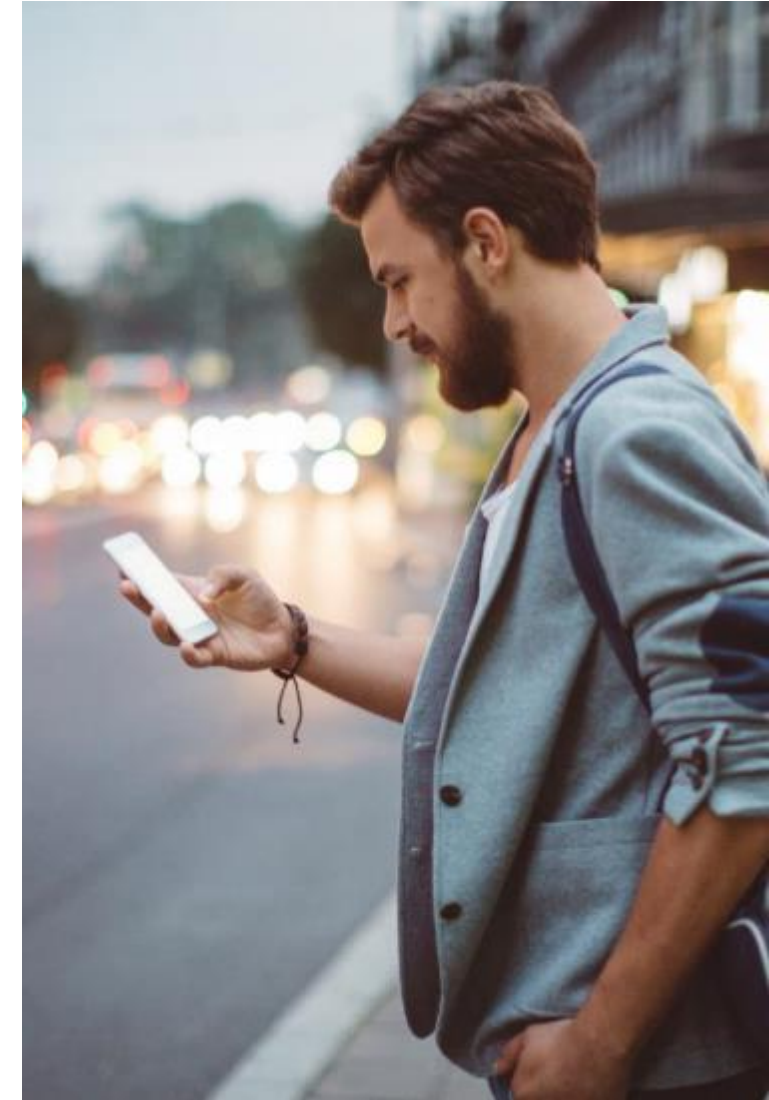
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Objectives

Explore ways to help adult learners take ownership of career goals and track evidence of skills obtained during workforce preparation activities.

Discover how digital portfolios (ePortfolios) can help adults focus on career goals and skills needed to successfully transfer from adult basic education to training or employment.

Examine ways to use digital portfolios to help adults improve critical thinking, digital literacy, and lifelong learning skills.



Preparing Adults for the Workforce

- Goes beyond doing SMART goal setting at orientation.
- Means providing ongoing career navigation support while adults are enrolled in adult basic education services.
- Involves asking tough questions in a way that empowers and motivates learners.
- Enables networks of staff and learners to grow.
- Provides an opportunity for adult education practitioners to model and encourage lifelong learning.



Workforce Preparation

WORKFORCE PREPARATION ACTIVITIES (34 CFR 463.34) – include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in:

- (A) Utilizing resources;
- (B) Using information;
- (C) Working with others;
- (D) Understanding systems;
- (E) Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and
- (F) Other employability skills that increase an individual's preparation for the workforce.

(DOLETA, 2017)

What is a Digital Portfolio or Eportfolio?

“A self-selected multimedia presentation of student work that offers a rich and textured view of a student’s learning and development. Students then reflect on this work making important connections around career, community, personal and educational goals.”

(Mason, Et.al, 2004)

ePortfolio Purposes

Developmental



Presentation

Assessment





1

Collect

2

Select

3

Reflect

4

Connect

e-portfolios can form the basis for collaborative commenting, revising and discussion. E-portfolios can make use of audio and video files, graphics, references to external sources, photographs and other digital artefacts that add variety and interest to the portfolio. For assessment, students' ownership of their portfolio and their choice of items to submit or present make this a truly learner-centered activity.



ePortfolio Samples



Private online portfolio

10

SMART goal related to career choice

- Specific
- Measurable
- Attainable
- Realistic
- Timing

11

Action steps to reach my SMART goal

- Step one:
- Step two:
- Step three:

12

Supports

Supports I have to reach my SMART goal:

Supports I still need to reach my SMART goal:

13

Questions

What questions do you still have?

14

Accomplishments

List awards, certificates, and other work that you are proud of completing.

15


16

17



Public or private online portfolio

Created by You [Share] [Like] [More] [Invite] [Edit]



Student A-SMART Career Goal Setting with Wakelet

7 items • 29 views

How adult learners can use Wakelet to set and track career goals




Photo of certificate

Something I achieved in my life is: getting my own apartment

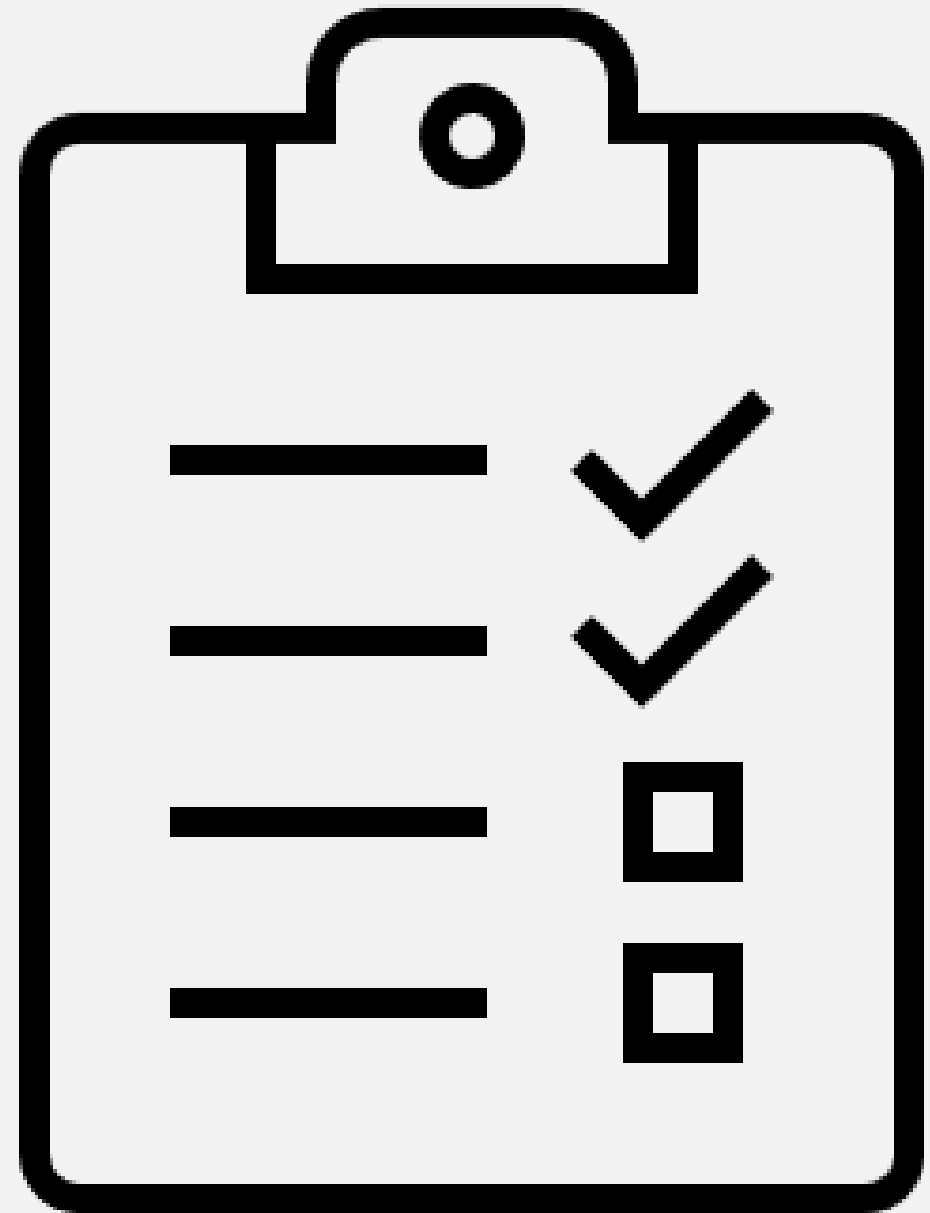
When I got stuck I: expanded my search area

ePortfolio Benefits

Emphasis shifts from delivering content toward coaching and motivating students as they try to solve problems that are of genuine interest to disciplines, professions, or communities.

An e-portfolio can push students to “own” learning outcomes when they describe their progress and cite specific evidence of learning within their collections of work.

Create Portfolios
and
Then What?



The Many Benefits of Portfolios

01

Marketing and
recruiting new
learners

02

Supporting
learner
transition

03

Coordinating
and
communicating
with partners

04

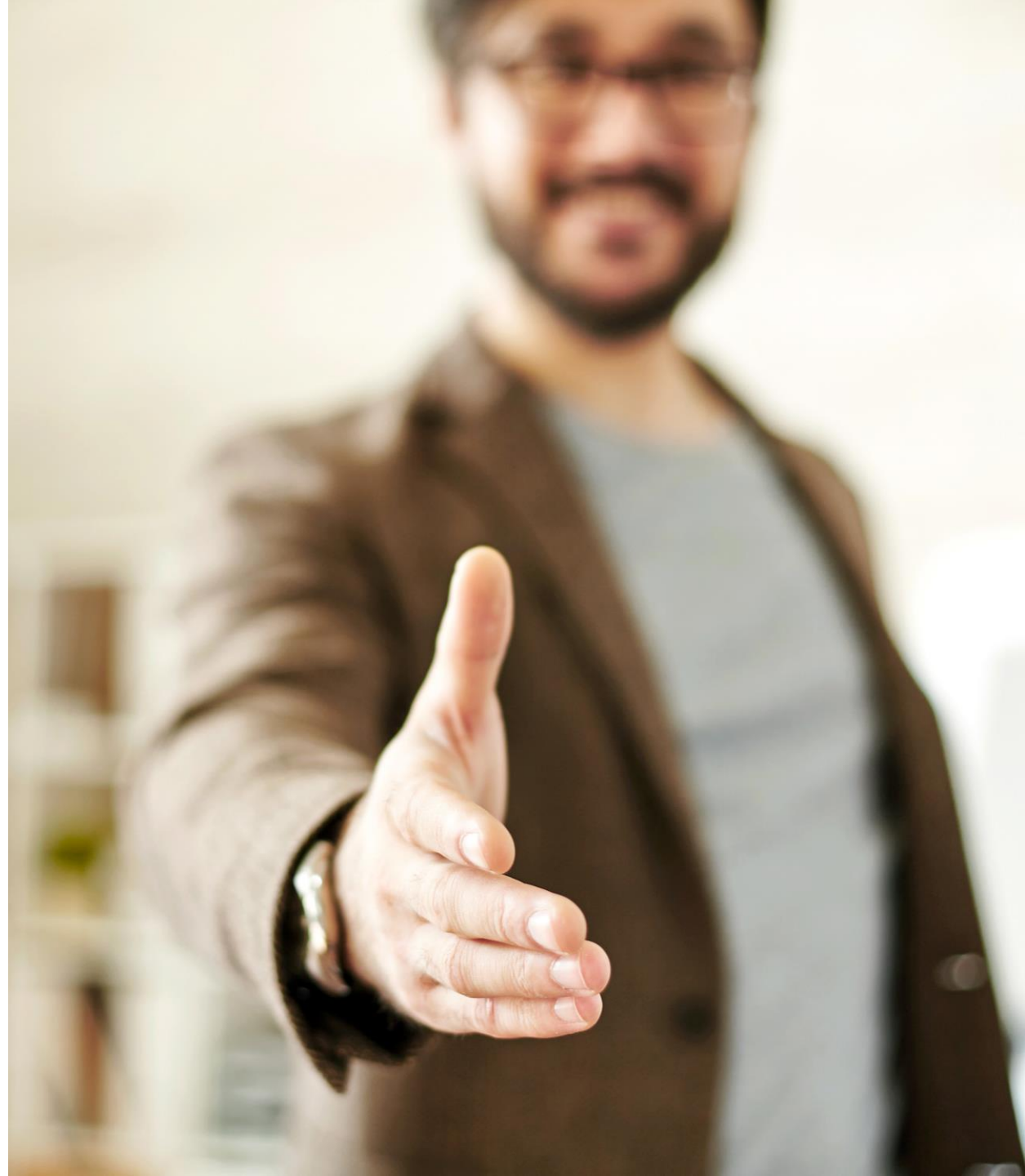
Collecting and
maintaining
data and
records

Recruitment and Orientation

Create and share a portfolio of success stories.

Share that creating a portfolio is a benefit of taking adult education courses.

Show how portfolio work can help adults improve digital literacy and fluency.





Portfolios Help Prepare Adults for Interviewing



“Engaging students in purposeful and iterative dialogue centered on the evidence collected in their ePortfolios positively influences their ability to communicate their accomplishments to a potential employer.” (Ring, Et.al., 2018)



Learner Portfolios can be Shared with Partners and Employers

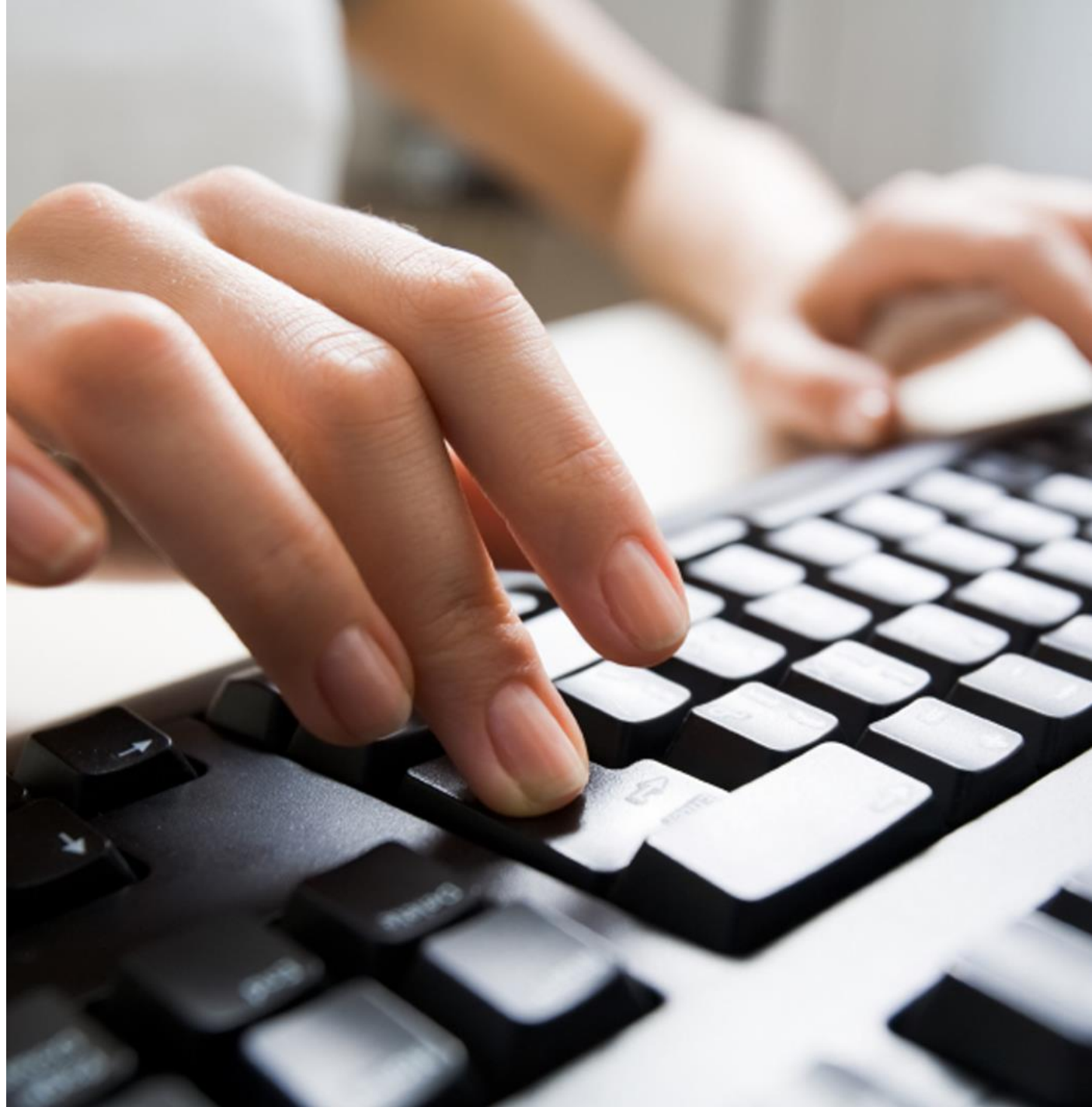
"A portfolio is a collection of work samples that you can bring to an interview, send to a prospective employer, or even post online."

CareerOneStop, 2021)



Data Collection

How might you use portfolios to collect and analyze data about student performance, supports, outcomes, and career pathway progress?



Additional Resources



Career Information checklists located at <https://www.paadultedresources.org/wp-content/uploads/2016/05/Career-Information-Checklists-2-5-18.pdf>



Data Collection Forms located at <https://www.paadultedresources.org/data-collection/>



Integrating Career Awareness in the ABE and ESOL Classroom Curriculum Guide located at <https://www.collegetransition.org/student-supporters/publications/integrating-career-awareness/>



Digital Tools that Support Career Exploration located at <https://www.paadultedresources.org/wp-content/uploads/2020/09/Digital-Tools-that-Support-Career-Exploration-9-22-20-FINAL.pdf>

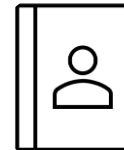
Additional Resources Continued



Motivational Interviewing Cheat Sheet located at <http://thehub.utoronto.ca/family/wp-content/uploads/2016/12/MI-Cheat-Sheet-copy.pdf>



How to create an e-portfolio template with banners and share it with your students locate <https://youtu.be/rj8WZCv-6Jo>



Creating a career portfolio (CareerOneStop) located at <https://www.careeronestop.org/WorkerReEmployment/JobSearch/CreateAnEffectiveResume/career-portfolios.aspx>



Questions/Comments

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