

## Portfolio Purpose

1. Is the portfolio focused on process or product?
2. What is the primary purpose of the portfolio, e.g., presentation of achievements, assessment of learning, reflective learning, planning and gap analysis?
3. Does the portfolio accommodate all forms of learning, e.g., formal, informal, non-formal, accidental, or incidental?
4. Can the portfolio be repurposed, e.g., from an assessment of learning to a record of achievement?

### ePortfolio broad based questions

Does it meet recommended quality criteria to ensure ROI on time and energy invested?

A digital archive and an ePortfolio are developed and owned by the individual or organization. The use of the both or either, any changes to them, under the control of the individual. Both are confidential and access to it is controlled by the individual.

The ePortfolio system has the capacity to maintain a complete inventory of skills and knowledge acquired by the individual through formal, non-formal, informal, accidental and incidental learning. The ePortfolio development process includes thoughtfulness about learning represented.

The ePortfolio system lists and describes skills and knowledge in a way that is recognized and respected by educators, employers, professional bodies, and others who receive and process ePortfolios. Where possible, the ePortfolio system links to established competency standards but also allows flexibility to accommodate unique or non-specific competencies.

The content of the ePortfolio is current, accurate, and verifiable. Methods of validating learning are flexible, appropriate, and credible.

To develop the ePortfolio, there are explicit instructions with examples, a universally-recognized glossary of terms, and professional assistance if required. The ePortfolio is easy to access, use, and modify by the owner.

The ePortfolio and archive have the capacity to incorporate a variety of media.

The ePortfolio is portable and interoperable in a technical sense.

The ePortfolio service is multi-purpose, customisable and adaptable to various uses e.g., assessment by teachers, learning through personal reflection, planning, individual or community asset mapping.

An ePortfolio system is seamless, allowing the individual to create many versions of his/her ePortfolio and use this process throughout life, from primary school through higher education and career training to the workplace and lifelong learning environments.

An ePortfolio system provides secure long-term storage, privacy, access and ongoing support.

## Choosing an ePortfolio Product

- a) What staff will be required and involved?
- b) For managing the ePortfolio system, who is involved and what are the requisite qualifications?

- c) For creating an ePortfolio, who is involved and what are the qualifications?
- d) What is the nature and cost of training provided?
- e) What is the time and cost to your organizations?

**Who is the intended user?**

1. Is the product or service for a general or a specific population - e.g., within a type of industry or with a particular educational level?
2. Is the ePortfolio owned exclusively by the user?
3. What creation process is followed?
  - o Is it individualized or conducted in groups?
  - o Is external assistance required or advised?
  - o Will external assistance be available?
4. Is it accessible to specific populations?
  - o What languages is it available in e.g., both French and English?
5. Is it barrier-free and bias-free for persons with disabilities, women, visible minorities, and First Nations?
6. What is the difficulty level?
  - o Can it be used for persons for whom English or French is not their first language?
  - o Can it be used by people with low literacy levels?
  - o Does it have appeal or application to different age groups - e.g., youth, seniors?

**What is the nature of the product or service?**

1. Is there a product you own, a service to be contracted, or both?
2. What is the type of product - e.g.,
  - o computer software, web application?
3. What equipment is needed?
  - o What general equipment is needed - e.g., hardware?
  - o What particular equipment or software is needed?
4. How are you involved in using the product or service?
  - o What equipment and facilities are required?
  - o What time will be required of you?
5. What are the end results of the process or service?
  - o How usable is the final product to you? What is the degree of technicality?
  - o Who owns the information gathered?
  - o Are results confidential? What is the nature of the confidentiality?
  - o Where is the ePortfolio stored?

**Are there linkages to existing or needed services such as:**

- o training plans or materials?
- o existing management information systems?
- o job classification systems and industry occupational skill standards?

- education outcomes and reporting systems?

**Is the product or service "userfriendly"?**

- Is the terminology generally understood or "unique" to the producer?
- Is there a glossary of terms?
- What amount and type of information is required in advance in order to use the product or service?

**Is it flexible and adaptable?**

- Is the format flexible - e.g., can it be modified or changed at all?
- Is it adaptable to various users and user levels?

6. **Can it be adapted to different sizes of organization** - e.g., individual school to entire system?

**Is it relevant to a particular country or adaptable to any cultural context?**

**Is it a "living" tool or service?**

- Has it been updated and/or revised?
- How often? How recently?

**What is the total cost?**

1. Is there an initial fee and/or annual fees?

Are there licensing fees? Does this **apply** to multiple and/or single sites or users?

2. What are the ongoing costs? What does storage cost?
3. What is the total cost per individual ePortfolio?
4. Are there economies of scale? - e.g., reduced cost with increasing numbers
5. What are the associated purchaser costs? - e.g., training, administration time, communications
6. What are the customizations costs?