

**Welcome to the Schuylkill Technology Center Portfolio Process.** You will be asked to develop pieces of the portfolio each year you are at STC so that you by the completion of your time at STC, you have a product that will help you enter the workforce, college, or military. The information you include will reflect your skills and accomplishments for your future in compliance with the Pennsylvania Career Education and Work Academic Standards and PA Career Readiness Index.

Upon Graduation from STC, you will receive an unofficial copy of your Transcript, your STC Certificate of Completion, your Program of Study Completed Task List and NOCTI/NIMS Results. **Portfolio documents must be uploaded to the shared Google Portfolio Folder created for your graduating year and your shop. Your instructor will provide you with the appropriate link. You should also save your portfolio to a personal digital space (flash drive, google drive, iCloud, etc.) so you have the documents available to you after graduation.**

Each of the following assignments will be graded and an overall cumulative grade will be calculated for a final portfolio grade.

<b>9<sup>th</sup> Grade or Level I Career Portfolio Tasks</b>	<b>Points Available</b>	<b>Advanced</b>	<b>Proficient</b>	<b>Basic</b>	<b>Unsatisfactory</b>	<b>Total Points Earned</b>
<b>O'Net Interest Profiler (13.3.11A.)</b> <a href="http://www.mynextmove.org">www.mynextmove.org</a> – Tell us What you Like to Do- Start- Student should print final report for inclusion in the portfolio.	<b>10</b>	10 Points Completed; professionally presented; No errors	7 Points Completed; adequately presented ; some errors	4 Points Mostly completed; disorganized; many errors	0 Points Not Completed	
<b>Work Samples (Three) (13.1.11 A, B, C, D E, F,G,H)</b>	<b>30</b>	30 Point All 3 Completed; professionally presented; No errors	20 Points 2 Completed; or multiple adequately presented ; some errors	10 Points 1 Computed OR multiple Mostly Completed; disorganized; many errors	0 Points None Completed	
<b>Industry Recognized Certification(s) (13.3.11 F, G)</b>	<b>NP</b>	Completed and Passed			Completed but Not Passed OR Not Completed	
<b>Awards/Achievements/Extra Curricular Activities/Community Service (13.4.11 C)</b>	<b>NP</b>	Completed			Not Completed	
<b>TOTAL POINTS FOR PERFORMANCE GRADE</b>	<b>40</b>					

<b>10<sup>th</sup> Grade or Level II Career Portfolio Tasks</b>	<b>Points Available</b>	<b>Advanced</b>	<b>Proficient</b>	<b>Basic</b>	<b>Unsatisfactory</b>	<b>Total Points Earned</b>
<b>EVERFI Financial Literacy (13.3.11.D)</b> <b>Must Complete the following Sections: Savings, Banking, Payment Types, Credit Scores, Higher Education, Renting vs. Owning, Insurance &amp; Taxes, Consumer Protection, &amp; Investing</b> Access through <a href="http://www.everfi.com">www.everfi.com</a> – Students must print out/ save certificate and upload to google folder	<b>90 (10 Points Per Section)</b>	90 Points All sections completed and passed	70-80 Points 7 or 8 sections completed and passed	60-10 Points 1-6 sections completed and passed	0 Points No sections completed OR sections completed but not passed.	
<b>Career Objective (13.3.11 A.)</b> Student and parent completes document supplied by Guidance Department.	<b>10</b>	10 Points Completed with Both Signatures			0 Points Not Completed and/or no signatures	
<b>Work Samples (Three) (13.1.11 A, B, C, D E, F,G,H)</b>	<b>30</b>	30 Point All 3 Completed; professionally presented; No errors	20 Points 2 Completed; or multiple adequately presented ; some errors	10 Points 1 Computed OR multiple Mostly Completed; disorganized; many errors	0 Points None Completed	
<b>Industry Recognized Certification(s) (13.3.11 F, G)</b>	<b>NP</b>	Completed and Passed			Completed but Not Passed OR Not Completed	
<b>Awards/Achievements/Extra Curricular Activities/Community Service(13.4.11 C)</b>	<b>NP</b>	Completed			Not Completed	
<b>TOTAL POINTS FOR PERFORMANCE GRADE</b>	<b>130</b>					

11th Grade or Level III Career Portfolio Tasks	Points Available	Advanced	Proficient	Basic	Unsatisfactory	Total Earned Points
<b>Resume (13.2.11C)</b> Use SkillsUSA Resume Template (attached)	<b>10</b>	10 Points Professional appearance  Accurate and very detailed  No spelling/ grammar errors	7 Points Professional appearance  Accurate and adequately detailed  No more than 2 spelling/ grammar errors	4 Points Unprofessional appearance  Disorganized with inaccuracies  No more than 3 spelling/ grammar errors	0 Points Not Completed OR  Unprofessional appearance  Inadequate/ Inaccurate  More than 3 spelling / grammar errors	
<b>Soft Skills for Career Success (13.3.11 A, C, E, F 13.2.11)</b> Website: <a href="https://www.youtube.com/watch?v=dEJQImzyOZA">https://www.youtube.com/watch?v=dEJQImzyOZA</a>	<b>10</b>	Completed			Not Completed	
<b>Work Samples (Three) (13.1.11 A, B, C, D E, F,G,H)</b>	<b>30</b>	30 Point All 3 Completed; professionally presented; No errors	20 Points 2 Completed; or multiple adequately presented ; some errors	10 Points 1 Computed OR multiple Mostly Completed; disorganized; many errors	0 Points None Completed	
<b>Industry Recognized Certification(s) (13.3.11 F, G)</b>	<b>NP</b>	Completed and Passed			Completed but Not Passed OR Not Completed	
<b>Awards/Achievements/Extra Curricular Activities/Community Service (13.4.11 C)</b>	<b>NP</b>	Completed			Not Completed	
<b>TOTAL POINTS FOR PERFORMANCE GRADE</b>	<b>50</b>					

<b>12th Grade or Level IV Career Portfolio Tasks</b>	<b>Points Available</b>	<b>Advanced</b>	<b>Proficient</b>	<b>Basic</b>	<b>Unsatisfactory</b>	<b>Total Earned Points</b>
<b>Resume (13.2.11C)</b>	<b>10</b>	10 Points Professional appearance  Accurate and very detailed  No spelling/grammar errors	7 Points Professional appearance  Accurate and adequately detailed  No more than 2 spelling/grammar errors	4 Points Unprofessional appearance  Disorganized with inaccuracies  No more than 3 spelling/grammar errors	0 Points Not Completed OR  Unprofessional appearance  Inadequate/Inaccurate  More than 3 spelling / grammar errors	
<b>Cover Letter (13.2.11C)</b>	<b>10</b>	10 Points Professional appearance  Accurate and very detailed  No spelling/grammar errors	7 Points Professional appearance  Accurate and adequately detailed  No more than 2 spelling/grammar errors	4 Points Unprofessional appearance  Disorganized with inaccuracies  No more than 3 spelling/grammar errors	0 Points Not Completed OR  Unprofessional appearance  Inadequate/Inaccurate  More than 3 spelling / grammar errors	
<b>Cooperative Education Evaluation (13.2.11.E) If applicable</b>	<b>NP</b>	Completed			Not Completed	
<b>Letter(s) of Recommendation (13.2.11 C)</b>	<b>NP</b>	Completed			Not Completed	
<b>Work Sample(s) (13.1.11 A, B, C, D E, F,G,H)</b>	<b>30</b>	30 Point All 3 Completed; professionally presented; No errors	20 Points 2 Completed; or multiple adequately presented ; some errors	10 Points 1 Computed OR multiple Mostly Completed; disorganized; many errors	0 Points None Completed	
<b>Industry Recognized Certification(s) (13.3.11 F, G)</b>	<b>10</b>	10 Points Completed and Passed			0 Points Completed but Not Passed OR Not Completed	
<b>Awards/Achievements/Extra Curricular Activities/Community Service (13.4.11 C)</b>	<b>NP</b>	Completed			Not Completed	
<b>Graduate Exit Interview and Head Shot Photo ( 13.3.11 A, F, G )</b>	<b>10</b>	Completed			Not Completed	
<b>TOTAL POINTS FOR PERFORMANCE GRADE</b>	<b>70</b>					

**RESUME TEMPLATE****Your Name**

Street Address

City, Pennsylvania Zip Code

Your phone number (XXX) XXX-XXXX

your email address

**Objective:** To pursue a degree in Nursing while maintaining an entry level position in the field.**Education:**Sept. 2016 - Present Schuylkill Technology Center, Frackville, Pennsylvania  
Health Careers ProgramSept. 2016 - Present Name of Home School, City, State  
Anticipated Graduation: June 2020**Employment:**Jun. 2017 - Present ABC Advertising, Bayview, Maine  
Apprentice  
Responsibilities include designing logos, flyers, and newslettersMay 2015 - Jun. 2016 Burger King, Bayview, Maine  
Food Preparer  
Responsibilities included preparing the orders for customers. cleaning the kitchen, and assisting manager as needed**Awards**

President of SkillsUSA Chapter

**and Honors:**First place in SkillsUSA State Advertising Design Competition  
Student of the Month at Bayview High School**Activities:**Member of SkillsUSA  
Blood Drive Committee  
Varsity Basketball player  
Member of the Yearbook Club at Bayview High School**Skills:**

Personal Care Home Direct Care Staff Certification

**References:**Karen Phillips  
Health Careers Instructor  
101 Technology Drive  
Frackville, PA 17931  
570-874-1034  
philk@stcenters.orgMichelle Chicora  
Health Careers Instructor  
101 Technology Drive  
Frackville, PA 17931  
570-874-1034  
chicm@stcenters.orgKim Wickersham  
Instructional Aide  
101 Technology Drive  
Frackville, PA 17931  
570-874-1034  
wickk@stcenters.org

**COVER LETTER TEMPLATE**

Attn: Contact Person  
Company  
Address  
City, PA ZIP

RE: \_\_\_\_\_ position

Dear Mr. or Ms. Name:

I read with great interest your posting for the \_\_\_\_\_ position recently advertised. I believe I possess the necessary skills you are seeking and believe I would be a valuable asset to your company.

I have a total of \_\_\_\_ hours of hands on training at the Schuylkill Technology Center in the \_\_\_\_\_ Program. I have attached a state task listing for your review of all the detailed training I secured during my time in the program.

I have the attention to detail and the ambition to be a seamless part of your workforce. I have scored \_\_\_\_ on the NOCTI exam which puts my scores against all other students in the United States that are in the same program. I also earned \_\_\_\_ Certification(s).

I have attached my resume' and portfolio for your review. I look forward to speaking with you and how I can be a positive fit at your facility.

Thank you for taking time from your busy schedule to consider my employment at your facility.

Sincerely,

*Name*

*Address*

*City, PA Zip*

*(570)-Phone*

*Email*

**WORK SAMPLE TEMPLATE**

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Task Description:

Photo:

Reflection: (Describe what you learned from the project and what you might do differently).