The Career Ladder Bookend Kit is the result of three years of collaborative work between Victoria University, schools, career/ pathways/MIPS teachers and Year 12 students.

Victoria University has been represented by its pre-service teachers in the student welfare method and youth studies students.

The School of Education, The Access and Success Program together with Student Recruitment and a team of course Selection Officers have been instrumental in the ongoing development of this resource kit, often referred to as a program.

The lead school in this work has been the Paisley Campus of Bayside Secondary College.

Their team of career teachers, MIPS Coordinators and Student Services Team have worked over two years to refine this program.

The program was piloted and trialled with Paisley Secondary College Year 12 students.

The people who have made a significant contribution to this kit have been led by Natalie Vernuccio, Tony Edwards and Bert Van Halen from the Access and Success Program, Liz Holland and Clive Reynolds from Bayside Secondary College, and Heather Holcombe from Student Recruitment (VU). Our students from VU also need to be acknowledged. Our work in this program has lead to an increase in the numbers of students in the Western Metropolitan Region lifting their aspirations and access to higher education study.
SUGGESTIONS AS TO HOW TO USE THE KIT – FOR STUDENTS

To begin your Portfolio you need to have a solid understanding of your preferred course at VU.

You need to start with the end in mind

Visit the course web page [www.vu.edu.au/courses](http://www.vu.edu.au/courses) to search for courses. You can find a course by using ‘course search’ or ‘course handbooks and guides’. Read through the details carefully. You need to look at:

a) Find your course (structure)

b) Contents for the course
   - objectives
   - requirements
   - attributes

Now, go to the VU Course Guide. Read through it carefully and identify more details to help in your PPP preparation. Look for things like:
   - any possible career outcomes for your course
   - any further levels of study available in your chosen course area
   - information/words taken from the personal success story related to the course
2.1 Your Goals (approx 250 words)

You need to outline:
• your long term goals related to taking this course
• your reasons for wanting to study at VU
• why you think you will succeed

Write down how the research into your course details has helped with this section of your portfolio preparation
(list skills, areas of knowledge and associated words that you would include here)

Write about the long term goals in undertaking your selected/chosen/preferred course of study at Victoria University. (provide evidence)

Why you have chosen Victoria University (don’t forget about evidence)

How will you succeed?
2.1 My draft


2.2 Your work experience and employment history

Please include a copy of your current CV. This should include:
- qualifications
- education
- work experience
- interests that are relevant to the course you want to study

Write down how the research into your preferred course has helped with this section of your portfolio preparation
(list skills, areas of knowledge and associated words that you would include here)

Qualifications relevant to course of study

Education relevant to course of study

Work experience relevant to course of study

Interests relevant to course of study
2.2 My draft

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2.3 Work reference and/or work experience report

Please provide a written reference from a person or organisation that has employed you or for which you have done voluntary work. If possible, this reference should show why you would be a great candidate for your chosen course at VU. For example, this reference could be a report obtained from your participation in work experience organised through your school. Please make sure that you include the name, title and organisation of the person writing the reference.

From your research, what words might help your referee with their reference?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Written reference to be supplied by/from:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Employment (part time/full time)
1. _____________________________________________________________________
2. _____________________________________________________________________
3. _____________________________________________________________________

Voluntary work
1. _____________________________________________________________________
2. _____________________________________________________________________
3. _____________________________________________________________________

Work experience report
1. _____________________________________________________________________
2. _____________________________________________________________________
3. _____________________________________________________________________
2.4 Your contributions to the community (no more than half a printed A4 page)

Include information about your personal contributions to the community that show your suitability for the area of study you want to undertake. This could include evidence of volunteer work, memberships and activities, sporting teams and other leadership and community-based activities.

From the research into your preferred course, list next to the following headings any information that will help in detailing your experiences. Then proceed to fill in the sections, using these words.

Volunteer work

______________________________________________________________

______________________________________________________________

______________________________________________________________

Membership and activities

______________________________________________________________

______________________________________________________________

______________________________________________________________

Sporting teams/interest clubs

______________________________________________________________

______________________________________________________________

______________________________________________________________

Leadership roles

______________________________________________________________

______________________________________________________________

______________________________________________________________

Other community based activities

______________________________________________________________

______________________________________________________________
2.4 My draft
2.5 Educational Achievements

Attach certified transcripts of any results from courses of study you have completed. You may also want to include no more than half a printed A4 page to highlight your major achievements.

From your research, identify what the selection panel would be looking for in your portfolio. Looking at the course details might help with this. It might be advisable to get the teacher who teaches the relevant subject to help here.

Remember to highlight your major achievements
2.5 My draft
2.6 Your commitment to the area of study (no more than half a printed A4 page)

Provide any additional evidence of your interest in the broad area of the course you want to study at VU. This might include things such as relevant voluntary work, attendance at relevant seminars or summer schools or work in relevant clubs and societies.

From your detailed research and from your previous section of the portfolio preparation, now select your relevant evidence, skills, knowledge, and attributes so that you can demonstrate to the selection officer that you have what it takes to be able to succeed your chosen course.

Include any additional evidence or a summary statement of evidence to demonstrate your commitment to the area of study.
2.6 My draft
2.7 Examples of your work

Include no more than 2 examples of work you have produced that are relevant to the course you would like to study. One example should demonstrate your communication and writing skills and the other should show your interest in your chosen area of study. Examples might include project reports, essays, or printed articles.

We will be assessing hundreds of portfolios and therefore will not be able to consider information presented on disk or online. However, if you are applying for a multimedia course you may include a disk with examples of your work. Please ensure that this disk is clearly labelled.

From your previous work on the portfolio (including your research) select the skills from your pieces of work that demonstrate your achievements.

What are your 2 pieces of selected work?
(If the more varied the better, but start with focus on the connection/relevance to your chosen course of study)

1. __________________________________________
2. __________________________________________

Provide a summary of your 2 chosen pieces:

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2.7 My draft
Section 3 Academic profile

Please attach a certified copy of your mid-year report and results for Year 12 and final results for Year 11

You will need a good quality copy
Completed □
You will need this certified
Completed □

Finishing touches

You might want to give your work to another person such as a teacher, family member or friend to check over.

Reviewed/checked on the following date: ________________________________

☐ Your goals
☐ Your work experience and employment history
☐ Work reference and/or work experience report
☐ Your contributions to the community
☐ Your educational achievements
☐ Your commitment to the area of study
☐ Examples of your work

Very important dates to guide your work

My Portfolio must be handed into my school PPP Coordinator by ________________________________
(please check this date with your school’s PPP Coordinator)

• you must select your chosen VU course through VTAC by 30 September
• please check with your PPP Coordinator for your school’s internal PPP submission deadline
• in early December you will receive a letter advising you of the outcome of your PPP application
• if you are successful in your PPP application you will receive an official letter of offer for your course in the first VTAC offer round in January
• if you are unsuccessful in your PPP application and need advice, VU staff can be contacted on ppp@vu.edu.au

Good luck with your Portfolio!