



Palm Beach Community College Prior Learning Portfolio Guidelines

The Prior Learning Portfolio is an assessment of your prior college-level learning. Your portfolio is the primary documentation that you have mastered the course objectives as listed in the PBCC course outline. You should carefully prepare the portfolio, making sure that all course objectives are covered and that the portfolio is well organized and well written.

The guidelines below are generally accepted practices in portfolio development. Some courses may also require a skill assessment to satisfy course competencies. Serious deviations from these guidelines requires prior approval from the dean or associate dean.

The portfolio should be organized as follows:

1. Cover Page
2. Table of Contents
3. Autobiography
4. Course Objective Review
 - a. Credit Statement
 - b. Course Objective Competency Grid
 - d. Narrative
5. Appendix - Relevant Documentation

Explanation of Each Section

Cover Page

The cover page should include information as follows in this template: [click here to download the example](#).

Table of Contents

The Table of Contents should reference each major section of the portfolio as outlined above, including any appendices.

Autobiography

Include a brief autobiography of 1,000 words or less that focuses on your post-high school adult years and outlines your personal and professional experiences as they relate to the course in which you are applying for prior learning assessment credit.

Course Objective Review

In this section of the portfolio, you will demonstrate how you learned each course objective as listed in the course outline at Palm Beach Community College.

The Credit Statement includes the course number, title and course description. The Course Objective Competency Grid

(http://www.pbcc.edu/documents/Academic_Services/prior_learning_grid.doc) contains each objective in the course and evidence of how you learned those competencies and objectives through formal study, informal study, seminars, workshops, self-study, work experience and other learning modalities as appropriate. The Narrative section of the portfolio is your written summary of how you learned the course objectives. This section can reference other materials you have included with the portfolio such as relevant licensures or professional certifications.

Appendix

Attach appendix as needed to provide detailed documentation and evidence such as copies of certifications, conventions or workshops you have attended and any other evidence of learning that would demonstrate your mastery of the competencies of the course.