

# Essential Skills Portfolio

## Activity Summary

- In this activity, students will:
- ♦ Collect items that reflect their personal growth and experience as they relate to the **Essential Skills**
  - ♦ Create or choose a suitable container to hold the items collected that reflect their personal growth and experience as related to the **Essential Skills** and their complexity levels.
  - ♦ Prepare a checklist for the project
  - ♦ Submit nine (9) half-page reflective journal entries – one for each **Essential Skill**

## Prior Knowledge

- **Essential Skills** and Complexity Levels
- Reflective journal format

## Teaching Planning Notes

- Review assignment including prior knowledge required and assessment and evaluation tools
- Provide suggestions for materials they will need to use and source out themselves
- Arrange for a display case in school for completed containers upon completion of assignment
- Provide an exemplar

## Assessment of Student Achievement

Task	Tool
Create a Container and Complete Checklist	Box of Life Portfolio Presentation Rubric (Summative)
Portfolio Presentation	Box of Life Portfolio Presentation Rubric (Summative)

## Activities and Assessment Materials

- Assignment Sheet
- Portfolio Presentation Rubric



## FOCUS ON LEARNING

### Essential Skills:

#### Writing

Reflective Journals  
Checklist

#### Thinking Skills

Reflective Journals  
Container Assignment  
Checklist

#### Computer Use

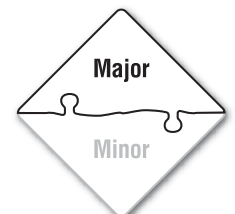
Reflective Journals  
Container Assignment  
Checklist

#### Continuous Learning

Container Assignment

#### Document Use

Checklist



## Curriculum Linkages For Ontario Educators

Essential Skills truly are everywhere and as teachers we are always teaching students the Essential Skills! As subject teachers and specialists, we know that many of the curriculum expectations we are accountable to teach and assess, also address the Essential Skills and while the linkages are not always readily apparent, the linkages exist nonetheless.

While this activity connects to a variety of courses it is most closely aligned to the following course(s):

- Navigating the Workplace – GLN 4O

To assist you, the teacher, in making more transparent linkages, we have identified the following curriculum linkages for this activity.

### Navigating the Workplace – GLN 4O

Coded Overall Expectations	Coded Specific Expectations
ESV.04 - plan for, assess and document their ongoing development of selected workplace <b>Essential Skills</b>	ES4.04 - document their ongoing development of selected workplace <b>Essential Skills</b> and include evidence of these skills from their Ontario Skills Passport
PMV.01 - demonstrate an understanding of their interests, strengths and needs, and describe how these influence their postsecondary education, training and career plans	PM1.02 - describe how learning from experience (e.g., school subjects, volunteering, part-time jobs) contributes to the achievement of their goals for learning and work
PTV.03 - use a variety of job search strategies, tools and resources effectively to find and create work opportunities	PT3.02 - document the knowledge and skills, including the workplace <b>Essential Skills</b> , acquired in the workplace or through volunteering

# Box of Life

## Part One: Collection And Container

During your three-month leadership experience, you will collect a number of items that reflect your growth and experience related to the **Essential Skills** and their complexity levels.

- Numeracy
- Reading Text
- Writing
- Working with Others
- Oral Communication
- Continuous Learning
- Document Use
- Computer Use
- Thinking Skills



You must collect a minimum of two (2) items for each of these skills.

Part of your assignment is also to find or to create a container to hold this collection.

The container should also reflect one or more aspects of your skill development.

## Part Two: Checklist

Create a checklist for this assignment, including all components and due dates. Use your checklist for this assignment and submit it for evaluation.

## Part Three: Reflective Journals

Write a 1/2 page reflection (150 words) for each of the above skills. In your reflections comment on:

- Why have you chosen these items?
- How do these items reflect your personal growth in each area
- How you have progressed to increased levels of complexity

## Part Four: Portfolio Presentation

Schedule a student-led conference with me (your teacher) and be prepared to discuss:

- Why you have chosen this container
- Why you have chosen to collect these items
- How these items reflect your personal growth in each of the **Essential Skills**
- How you have progressed to increased levels of complexity in your demonstration of **Essential Skills**

# Box of Life Portfolio Presentation Rubric

CATEGORIES/ CRITERIA	LEVEL 1 (50-59%)	LEVEL 2 (60-69%)	LEVEL 3 (70-79%)	LEVEL 4 (80-100%)
<p><b>Knowledge and Understanding</b> Demonstrates an understanding of their interests, strengths and needs.</p>	Limited Effectiveness	Some Effectiveness	Considerable Effectiveness	High Degree of Effectiveness
<p><b>Thinking and Inquiry</b> Critically analyzes and reflects upon their personal growth as related to their <i>Essential Skills</i> development.</p>	Limited Effectiveness	Moderate Effectiveness	Considerable Effectiveness	High Degree of Effectiveness
<p><b>Communication</b> Describe how learning from experiences contributes to the achievement of their goals.</p> <p>Document the knowledge and skills, including the workplace <i>Essential Skills</i>.</p>	Limited Effectiveness	Some Effectiveness	Considerable Effectiveness	High Degree of Effectiveness

**Note:** A student whose achievement is below Level 1 (50%) has not met the expectations for this assignment or activity.