

Guide to presenting a portfolio of learning for RPEL

Note – section 3 of this guidance is based at module level, but it would also be appropriate to provide this information at programme level (indicative only)

Section 1

Personal information
Education History
Qualifications achieved
Professional and training courses attended
Other learning activities

Section 2

Relevant employment (put latest employment first). For each period of employment provide the following:

- Title of position held
- Period of tenure
- Brief job description
- Learning gained from that employment, major tasks accomplished
- Summary of the aspects of the learning gained from that experience which will be directly relevant to the learning outcomes of the module.

Appendices of evidence

Appendices might include reports you have authored for your organisation or other audience, (you must be able to demonstrate authenticity) team meeting minutes which demonstrate for example, your role and expertise, work you have produced in self-directed research or study, testimonials from your managers.

Section 3

Module title	
Learning outcomes	The following aspects of the learning gained from my experience are directly relevant to the learning outcomes in column 1
1	
2	
3	
4	
5	

The submission should end with the student signature and date of completion.