

Documentation

The documentation you use to support your learning is a key element in determining if your portfolio earns credit. These documents will strengthen your portfolio by providing evidence and further demonstrating your learning claims. The documentation you use may vary widely, but below are a few examples of different types of documentation. This is not an exhaustive list and some examples are stronger than others, but it will start you thinking about the documentation you will use.

Letters of verification, job descriptions, performance evaluations, pictures, samples of work produced, computer programs written, websites created, military separation papers, syllabi from training, awards, learning outcomes/objectives from a training, books published, course descriptions/outlines, art work, licenses, scores on licensing exams, certificates of completion

When determining the documentation you will use remember that quality is more important than quantity. You want to provide enough, and the right, pieces of documentation to fully demonstrate your learning, but you do not want to overwhelm the evaluator.

You can also highlight the areas of the documentation that support your learning. For example, if you are using exercises you completed in a workbook, you can include the cover of the workbook, the contents page with the necessary sections highlighted, and the pages of the sections that align with your learning for that particular course.

One of the best types of documentation is a letter of verification from someone who can verify your learning. This needs to be a person who has observed you directly. This letter should specifically address the learning objectives from the course you are challenging. You may provide the writer with the course content summary as a reference. In the letter, the writer should identify his/her relationship to you (supervisor, peer, subordinate) as well as his/her qualifications for commenting on your experience. The letter should be written on the official letterhead of the organization and include the person's contact information.

This letter can be addressed to:

Northern Virginia Community College
PLACE Program
7630 Little River Turnpike, Suite 818
Annandale, VA 22003

Keep in mind the strength of your documentation is a key element in determining if your portfolio earns credit. Please reach out with any questions you have.

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