

Electronic Portfolio Reference Guide



Kansas leads the world in the success of each student.

JANUARY 2022



KANSAS STATE BOARD OF EDUCATION

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

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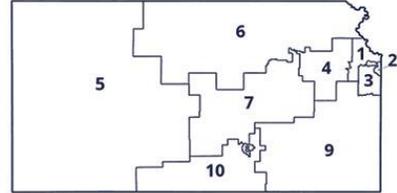


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ELECTRONIC PORTFOLIO REFERENCE GUIDE

The Electronic Portfolio Reference Guide includes recommended components of a work-based learning experience portfolio, resources for educators and students to utilize in the creation of a portable electronic portfolio and an employability skills self-assessment and rubric.

Table of Content

INDIVIDUAL PLAN OF STUDY (IPS)	1
PORTABLE ELECTRONIC PORTFOLIO.....	2
EMPLOYABILITY SKILLS.....	4
Employability Skills Assessment.....	4
WORK-BASED LEARNING EXPERIENCE PORTFOLIO	5
Career Development Materials.....	5
Workshops.....	5
IPS Required Components.....	6
Writing/Research Samples	7
ACT WorkKeys User Guide and Activity	7
Project.....	8
Assessments and Certifications	8
ACT WorkKeys.....	9
KANSAS DEPARTMENT OF LABOR (KDOL)	10
Fact Sheet: Labor Laws	10
Kansas Labor Market Information.....	10
Kansas Career Posters.....	11
Kansas Career Navigator	11
POSTSECONDARY EDUCATION	13
Excel in CTE.....	13
Kansas DegreeStats.....	13
ELECTRONIC PORTFOLIO RESOURCES	14

ELECTRONIC PORTFOLIO REFERENCE GUIDE

Individual Plan of Study (IPS)

All students, beginning in middle school, will develop an IPS based on their career interests. An IPS is both the product a student develops and a process the school implements to guide students in developing future plans.

A student's IPS is developed cooperatively between the student, school staff members and family members.

There are four minimum components of a student's IPS:

1. A graduated series of strength finders and career interest inventories to help students identify preference toward career clusters.
2. Eighth- through 12th-grade course builder function with course selections based on career interests.
3. A general postsecondary plan (workforce, military, certification program, two- or four-year college).
4. A portable electronic portfolio.

The vision requires that every middle and high school student in Kansas will have an IPS.

Individual Plan of Study Fact Sheet:

<https://www.ksde.org/Portals/0/Learning%20Services%20Documents/IPS%20Fact%20Sheet%20Aug%2016.pdf>

KSDE Individual Plan of Study Student-Led Conference:

<https://www.bing.com/videos/search?q=ksde+youtube+commissioner+ips&docid=608024921748538575&mid=FF5C74CB2BFFEEB4D411FF5C74CB2BFFEEB4D411&view=detail&FORM=VIRE>

Individual Plan of Study (IPS) Training Module:

https://www.youtube.com/watch?time_continue=4&v=DADRNBhjYqE&feature=emb_logo

Vision for Education in Kansas:

https://www.ksde.org/Portals/0/Communications/Vision/KC_Vision_for_Education_KS_pageview.pdf

ELECTRONIC PORTFOLIO REFERENCE GUIDE

Portable Electronic Portfolio

The use of a portfolio is one approach to assessing and documenting student experiences and employability skills development from a Work-Based Learning (WBL) experience. A portfolio is a purposeful collection of student work that demonstrates student learning across time.

Portfolios promote self-reflection, give students greater ownership in assessing and articulating their learning and provide a resource that students can use for future employment. Schools and districts can embed a portfolio to assess WBL experiences as part of a student's Individual Plan of Study (IPS).

An IPS involves development of a flexible career focus and an education plan that is clearly defined to ensure a successful, efficient transition to postsecondary education and/or the workforce. At minimum, an IPS requires the following components:

- A series of strength finders and career-interest inventories to help students identify career cluster preferences.
- An eighth- through 12th-grade course-builder function with course selections based on career interests.
- A postsecondary plan (workforce, military, certification, two-year college, four-year college).
- A portable electronic portfolio.

Instead of requiring a student to create a second portfolio solely to document WBL experiences, schools and districts can embed the WBL portfolio within the IPS. The result is a single, encompassing portfolio that documents the student learner's goals, career interests, postsecondary plan and experiences (such as a WBL experience) that help the student achieve those goals. Embedding how students assess and document their learning from WBL experiences within the IPS can help streamline the process and ensure students are career ready. Schools and districts can regard the WBL portfolio as a subsection of the IPS.

Recommended Components of a Work-Based Learning Experience Portfolio

A portfolio that demonstrates a student's career readiness includes artifacts in each of the seven components outlined below:

1. **Table of Contents** of student's work items contained in the portfolio.
2. **Career Development Materials:**
 - a. Resume.
 - b. Cover letter.
 - c. Letter(s) of recommendation.
 - d. Other artifacts demonstrating career development (i.e., job application, LinkedIn profile, demonstration of interviewing skills, etc.).
3. **IPS Required Components** (Included in Kansas Education Systems Accreditation - KESA):
 - a. Strengths finder.
 - b. Career-interest inventory.
 - c. Courses aligned to interest inventory.
 - d. Postsecondary plan.
4. **WBL Experience Work Samples:** WBL Experience work samples are products or materials developed throughout the WBL experience that demonstrate at least one employability skill in each of the domains - Effective Relationships, Workplace Skills and Applied Knowledge.
5. **Writing/Research Samples:** These samples demonstrate in-depth knowledge about a career area and include descriptions of required skills and forecasted industry trends. Students must draw on multiple sources (interviews, literature review and internet search) and use proper citations.
6. **Project:** The project involves creating work samples and preparing writing samples, and it culminates in a presentation. (note: The student may substitute for writing/research sample and other work samples, if the project already will include these.)
7. **Assessments and Certifications:**
 - a. Business/Mentor evaluation.
 - b. WorkKeys assessment.
 - c. Industry certification.
 - d. Coordinator evaluation.
8. **Measuring and Reflecting Student Learning – Work-Based Experience Portfolio and Employability Skills Rubric:**
<https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Measuring%20and%20Reflecting%20Student%20Learning%20%28002%29.pdf>

ELECTRONIC PORTFOLIO REFERENCE GUIDE

Employability Skills

It is important that schools and districts measure the essential employability skills and knowledge that students gain from WBL experiences and give students an opportunity to document and reflect on their learning. The assessment and reflection process help students in the following essential ways:

1. Helps students make personal connections to their experiences.
2. Guides the learning process and deepens/extends the learning from the WBL experience.
3. Allows students to see how academic and technical skills are applied in authentic settings.
4. Provides a tool for students to self-assess their employability skills and areas of improvement.
5. Promotes the need for and completion of postsecondary training.

Additionally, measurement of student learning from WBL experiences provides schools and districts with data that inform continuous improvement of the quality of WBL experiences for all students. Schools and districts can use this data for multiple purposes aimed at improving the system at all levels. This includes measuring graduating students' career readiness; systematically determining gaps in employability skills acquisition to improve WBL experiences and academics at the student level and/or schoolwide; and reviewing the quality of WBL experiences across individual business and industry partners.

Measuring and Reflecting Student Learning – Work-Based Experience Portfolio and Employability Skills Rubric:

<https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Measuring%20and%20Reflecting%20Student%20Learning%20%28002%29.pdf>

Employability Skills Assessment (appendix page 12):

The student and school coordinator, IPS coordinator or counselor should refer to the Employability Skills Rubric (see appendix tools, pages 13-15) for a description of each employability skill.

Employability Skills Self-Assessment (digital fillable form page 19):

https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Kansas%20Work-Based%20Learning_Personalized%20Learning%20Plan.pdf

Kansans Can Competency Framework: <http://cccframework.org/resources.html>

U.S. Department of Education's Employability Skills Framework:

<https://cte.ed.gov/initiatives/employability-skills-framework>

ELECTRONIC PORTFOLIO REFERENCE GUIDE

Work-Based Learning Experience Portfolio

Career Development Materials

- A. Resume.
- B. Cover letter.
- C. Letter(s) of recommendation.
- D. Other artifacts demonstrating career development (i.e., job application, LinkedIn profile, demonstration of interviewing skills, etc.)

Goodwill Community Foundation (GCF) Learn Free: <https://edu.gcfglobal.org/en/Job> and Career Tools, Kansas State Library, KS: <https://kslib.info/452/Job-Career-Tools>

KansasWorks Resources: <https://www.kansasworks.com/ada/r/resources>

Workshops

Career Development Workshops provided by Kansas_WorkforceONE

Kansas WorkforceONE has instructor guides and participant guides for each workshop. Kansas WorkforceOne will work with any school to either deliver remotely or do train-the-trainer sessions for teachers. Please contact:

Deb Scheibler
Executive Director
Kansas WorkforceONE
deb@kansasworkforceone.org
(785) 493-8018.

Please also contact:

Tucky Allen,
tucky@kansasworkforceone.org
(316) 303-2906.

Get a Job Toolkit: Learn how to complete an application, resume preparation and interview preparation, including appropriate attire.

Career Success Workshop (Job Readiness and Work Ethics): Learn how to be successful on the job through teamwork, ethical behavior, communication, building positive self-esteem and the power of a positive attitude.

Financial Literacy Workshop: A description of deposit and credit services offered by financial institutions, choosing and maintaining a checking account, developing and maintaining a budget and spending plan, the importance of saving, how to obtain and use credit effectively, and the basics of building or repairing credit. Curriculum - FDIC's "The Money Smart for Youth."

Financial Aid Workshop: A basic introduction to types of financial aid and how to apply for federal student aid using FAFSA.

Mini-Workshops:

- **Other Ways to Win:** Career Exploration workshop identifying careers in each local community that require different levels of education. The information provided includes work environment, salary ranges and cost of education. The information is adapted to each community.
- **Social Media:** Learn the dos and don'ts of Social Media Etiquette.
- **How to Pay for College:** Guidance on building resumes for scholarships, awards and jump-started careers.
- **Game of Real-Life Workshop:** A workshop that allows youth to make real-life decisions in a fun way.
- **College 101:** Tips and tricks to help you have a successful career in college.

IPS Required Components

Included in Kansas Education Systems Accreditation - KESA):

- A. Strengths finder.
- B. Career-interest inventory.
- C. Courses aligned to interest inventory.
- D. Postsecondary plan.

Individual Plan of Study Fact Sheet:

<https://www.ksde.org/Portals/0/Learning%20Services%20Documents/IPS%20Fact%20Sheet%20Aug%2016.pdf>

KSDE Individual Plan of Study Student-Led Conference:

<https://www.bing.com/videos/search?q=ksde+youtube+commissioner+ips&docid=608024921748538575&mid=FF5C74CB2BFFEEB4D411FF5C74CB2BFFEEB4D411&view=detail&FORM=VIRE>

Individual Plan of Study (IPS) Training Module:

https://www.youtube.com/watch?time_continue=4&v=DADRNBhjYqE&feature=emb_logo

Vision for Education in Kansas:

https://www.ksde.org/Portals/0/Communications/Vision/KC_Vision_for_Education_KS_pageview.pdf

WBL Experience Work Samples:

WBL Experience work samples are products or materials developed throughout the WBL experience that demonstrate at least one employability skill in each of the domains - Effective Relationships, Workplace Skills and Applied Knowledge.

Work Sample Reflection Sheet: Template (page 11)

<https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Measuring%20and%20Reflecting%20Student%20Learning%20%28002%29.pdf>

Fillable Work Sample Reflection Sheet: Template (page 20)

https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Kansas%20Work-Based%20Learning_Personalized%20Learning%20Plan.pdf

Writing/Research Samples

These samples demonstrate in-depth knowledge about a career area and include descriptions of required skills and forecasted industry trends. Students must draw on multiple sources (interviews, literature review and internet search) and use proper citations.

ACT WorkKeys User Guide and Activity the Occupational Profile Database:

<https://www.act.org/content/dam/act/unsecured/documents/pdfs/WorkKeys-Using-the-Occupational-Profile-Database.pdf>

Students can use the Kansas Career Navigator to locate high-wage occupations in their area that are in high demand, as well as explore education programs that lead to these occupations. They can learn about education, work experience and job training requirements. In addition, this dashboard allows users to examine occupational salaries for workers by region and search job openings in the area. Click the link below to begin your journey through this occupational research resource.

Kansas Career Navigator: <https://kscareernav.gov/>

Kansas Career Navigator Training link:

https://rise.articulate.com/share/G6_B6FBICtAOp4wVhSbGzd2WRki_RKzU#/

Kansas Department of Labor has created high demand occupation files by Career Cluster. High-demand high wage occupations are noted (check mark). Within the files each tab of the worksheet is a Career Cluster. The files are available statewide and for each of the five local area regions. <https://klic.dol.ks.gov/gsipub/index.asp?docid=403>

Project

The project involves creating work samples and preparing writing samples, and it culminates in a presentation. (Note: The student may substitute for writing/research sample and other work samples, if the project already will include these.)

FBLA has an Electronic Career Portfolio competitive event:

<https://www.fbla-pbl.org/competitive-event/electronic-career-portfolio/>

FBLA Electronic Career Portfolio Rating Sheet:

<https://www.fbla-pbl.org/media/Electronic-Career-Portfolio-FBLA-Rating-Sheet.pdf>

FBLA Electronic Career Portfolio Presentations on YouTube:

- 2013 SLC Electronic Career Portfolio Presentation 1: <https://youtu.be/lyqrA2haWRM>
- 2013 SLC Electronic Career Portfolio Performance 2: <https://youtu.be/zrDIhO20fA4>
- 2013 FBLA Electronic Career Portfolio Presentation 3: <https://youtu.be/cjjuvqRE3xs>
- 2013 FBLA Electronic Career Portfolio Presentation 4: <https://youtu.be/1sXQ5Ywutu8>
- 2013 FBLA Electronic Career Portfolio Presentation 5: https://youtu.be/LJIA_BFfABs
- FBLA Presentation: <https://youtu.be/wQV1Xlc2LQw>

Assessments and Certifications

- A. Business/Mentor evaluation.
- B. WorkKeys assessment.
- C. Industry certification.
- D. Coordinator evaluation.

Kansas Work-Based Learning: Personalized Learning Plan: Guidance Document

https://www.ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Kansas%20Work-Based%20Learning_Personalized%20Learning%20Plan.pdf

ELECTRONIC PORTFOLIO REFERENCE GUIDE

ACT WorkKeys

The Kansas Legislature appropriated funds for a statewide contract to provide one free ACT assessment and one free WorkKeys suite of assessments to all public high school juniors. A student may complete one or both of the assessments.

ACT State Testing website:

For additional information on ACT testing in Kansas, visit:

<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/kansas.html>.

State of Kansas ACT State Testing: <http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/kansas.html>

STUDENT RESOURCES

How to Use Your WorkKeys Results

<https://www.act.org/content/dam/act/unsecured/documents/pdfs/HowtoUse-YourWorkKeysResults-National.pdf>

How the WorkKeys Assessments Can Work for You

<https://www.act.org/content/dam/act/unsecured/documents/How-WorkKeys-Assessment-Can-Work-For-You-Brochure.pdf>

The Condition of Career Pathway Readiness in the United States:

www.act.org/content/dam/act/unsecured/documents/condition-career-pathway-2019.pdf

The Condition of Career Pathway Readiness in the United States:

<http://www.act.org/content/act/en/research/reports/act-publications/condition-of-career-pathway-readiness.html>

Career Pathway Readiness:

<https://public.tableau.com/profile/act2044#!/vizhome/CareerReadinessBenchmarks/CareerReadiness>

ACT WorkKeys User Guide and Activity: The Occupational Profile Database

<https://www.act.org/content/dam/act/unsecured/documents/pdfs/WorkKeys-Using-the-Occupational-Profile-Database.pdf>

Kansas Department of Labor (KDOL)

Fact Sheet: Labor Laws

Kansas Work-Based Learning Fact Sheet: Students over the age of 16 can engage in WBL, and businesses should follow child labor laws around hours worked and hazardous occupations when designing these opportunities.

[https://www.dol.ks.gov/docs/default-source/workplace-laws-documents/kansas-work-based-learning-\(002\)-ef.pdf?sfvrsn=34008e1f_0](https://www.dol.ks.gov/docs/default-source/workplace-laws-documents/kansas-work-based-learning-(002)-ef.pdf?sfvrsn=34008e1f_0)

Kansas Labor Market Information

Kansas Department of Labor has created high-demand occupation files by **Career Cluster**. **High-demand**, high-wage occupations are noted (check mark). Within the files, each tab of the worksheet is a Career Cluster. The files are available statewide and for each of the five local area regions. <https://klic.dol.ks.gov/gsipub/index.asp?docid=403>

The high demand occupations list has been created to answer the question of which jobs have the highest number of job openings in the state right now and which jobs will have the highest number of openings in the coming years. This is a helpful resource for students and job seekers because it provides information on the amount of employment opportunity in the state for a particular occupation. The jobs on the high demand list have shown up as being in high demand based on more than one source of labor market data. Each job is ranked based on the number of openings currently reported to us by Kansas employers, as well as the projected number of job openings two years into the future and ten years into the future. Many students utilize the high demand list, as well as those workers who are planning to change careers. The high demand list uses projected data as two thirds of the measure in order to ensure the jobs will still be in demand even if job seekers need to go through job training before they can enter the labor force.

Kansas Career Posters

Kansas Department of Labor developed posters outlining different career paths that high school students might be considering for their future.

The posters walk through occupations across different career clusters that students can obtain immediately after high school along with future jobs that they can work towards with more education or work experience.

Every occupation on these posters is currently in high demand in the state of Kansas. This means that they have larger than average combined current and projected demand in the state. <https://klic.dol.ks.gov/gsipub/index.asp?docid=501>

For more information, contact:

Labor Market Information Services
(785) 296-5000
KDOL.Laborstats@ks.gov.

Kansas Career Navigator

The Kansas Career Navigator is an online dashboard intended to aid in the selection of education and training programs, access workforce training providers, analyze performance information and labor market information. Students can use the Kansas Career Navigator to locate high-wage occupations in their area that are in high demand, as well as explore education programs that lead to these occupations. They can learn about education, work experience, and job training requirements. In addition, this dashboard allows users to examine occupational salaries for workers by region and search job openings in the area. Click the link below to begin your journey through this occupational research resource.

<https://kscareernav.gov/>

Kansas Career Navigator Training Link:

https://rise.articulate.com/share/G6_B6FBICtAOp4wVhSbGzd2WRki_RKzU#/

1. Choose High School Career Pathways or Occupations and College Programs.
 - a. High School Career Pathways will take you to a Kansas County map where the following data is displayed for the county chosen:
 - i Population
 - ii Median Household Income
 - iii Average Annual Wage and Employment
 - iv Online job postings number and web-link
 - v Unemployment Rate
 - vi Adult Education Centers with web-links
 - vii High Schools with web-links
 - viii Post-Secondary Institutions with web-links
 - ix Private Post-Secondary Institutions with web-links

ELECTRONIC PORTFOLIO REFERENCE GUIDE

Postsecondary Education

Kansas Board of Regents

Excel in CTE

https://www.kansasregents.org/workforce_development/excel_in_career_technical_education_initiative_senate_bill_155

In 2012, a plan was launched to enhance CTE in Kansas and better prepare high school students for college and careers. Under the Excel in Career Technical Education Initiative, Kansas high school students qualify for state-funded college tuition in approved technical courses offered by Kansas technical and community colleges.

1. **Excel in CTE Summary Sheet:**

https://www.kansasregents.org/resources/6b_Excel_in_CTE_October_2019.pdf

2. **Welding Video:** <https://www.youtube.com/watch?v=fNfAYmtaT84>

3. **Aviation Video:** <https://www.youtube.com/watch?v=qOOmZr7vsqk>

4. **Advanced Manufacturing Video:** <https://www.youtube.com/watch?v=z8s2moD3QMY>

5. **Washburn Tech National Signing Day Video:**

<https://www.youtube.com/watch?v=2V9qgYXdMDc#action=share>

6. **Wichita State University (WSU) Tech Manufacturers Day Video:**

<https://youtu.be/D5GhZvBGBxs>

Kansas DegreeStats

Kansas DegreeStats is an interactive online tool that reviews cost and earnings data from real graduates for each undergraduate degree program offered at a public university or college in Kansas. With hundreds of degree programs available, there are many factors to consider when selecting the institution and the degree program that are the best match for you. Explore this site to learn more about the specific costs of each undergraduate degree program offered in Kansas, and the earnings those graduates are making today.

https://www.ksdegreestats.org/program_search.jsp

Public Institutions

https://www.kansasregents.org/universities_colleges/public_institutions

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Electronic Portfolio Resources

Recommended by Fort Hays State University

Google Sites ePortfolio Tutorials:

<https://m.youtube.com/playlist?list=PL7sjQDx1PMAmObvRJIgqbVsG7joKbLQXK>

Get Started with Sites: <https://support.google.com/a/users/answer/9310491#1.1>

For more information, contact:

Stacy Smith
CTE Director
Career, Standards and Assessments
(785) 296-4351
slsmith@ksde.org



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