

## Instructions for Completing a Credit for Prior Learning Portfolio

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### *1. EXPECTATIONS FOR SUBMISSION*

Students are expected to closely follow the required portfolio format and organizational structure outlined in this guide. Adhering to the established format demonstrates professionalism, attention to detail, and the ability to follow documented guidelines—skills that are essential in academic and professional settings. Portfolios that are poorly organized, incomplete, or do not reflect care in presentation may not provide sufficient clarity or evidence for evaluation. As a result, lack of effort in formatting, organization, or overall presentation may delay review or lead to the portfolio being rejected and returned for revision.

### *2. TITLE PAGE*

The title page of your portfolio serves to identify you and your intentions to the evaluator. It should contain the following information:

- Your name
- Your student identification number
- Your contact information (home address and home telephone number)
- Course Name and Course Number
- The date your learning portfolio is submitted for evaluation.

### *3. TABLE OF CONTENTS*

Your portfolio's Table of Contents (TOC) should clearly identify each element/section contained within the document. A suggested Table of contents is included with this document. Your TOC should include relevant subheadings, if needed.

### *4. CURRENT RÉSUMÉ*

Add page(s) for your current résumé.

### *5. AUTOBIOGRAPHY – PERSONAL EDUCATIONAL GOALS STATEMENT*

This section is a brief personal and educational overview. Its purpose is to help the Program Lead understand who you are, your learning and work experiences, areas of personal and

professional growth, and your reasons for requesting prior learning assessment through a portfolio.

Your statement should include the following:

- **An introduction:** Briefly introduce yourself to the reviewer, including your educational background and current career or professional interests.
- **Educational goals:** Clearly describe your educational goals and how they connect to your work, life experience, or future plans.
- **Degree objective:** Identify the degree you are seeking and explain why this degree is important to you.
- **Rationale for CPL:** Explain why you are pursuing prior learning assessment through portfolio development and how your experiences have prepared you for it.

#### *6. RELATIONSHIP BETWEEN PRIOR LEARNING AND SPECIFIC KCC COURSE LEARNING OUTCOMES*

This section should include a narrative that describes how the competencies gained through previous professional training experience relate to specific courses at KCC required to complete your degree.

It should also explain how any credit resulting from the prior learning assessment process could be used to meet degree and/or institutional requirements. You can use the Relationship between Prior Learning and KCC Course Learning Outcomes Template in the Appendix.

Your narrative should be course specific, and include the following:

- The academic degree program you want to pursue.
- Course(s) and/or subject/content area(s) within your chosen degree program for which you would like experiential learning to count towards and course-specific learning outcomes. Include course descriptions and learning outcomes (course descriptions are available on the academic catalog; learning outcomes for each course are listed on the course syllabus).
- Explanation of how previous learning experiences relate to/satisfy learning outcomes for each course towards which experiential learning credit will be applied.

#### *6. DETAILED DESCRIPTION OF YOUR SIGNIFICANT LEARNING EXPERIENCES AND COMPETENCIES*

Provide an overview of your prior learning experience(s). Describe what you did, when you did it, where it occurred, who was there with you, and the reasoning behind your



Your narrative should address each of the following items with sufficient detail to provide evidence that your

previous learning should count towards courses within your chosen degree program at KCC. It should provide the faculty evaluator with sufficient evidence that you have a firm grasp and understanding of what you have learned and what you can accomplish with this knowledge.

The Significant Learning Worksheet should include information about:

- The subject or content area that best describes what you learned from your prior learning experiences (e.g., Management, Marketing, Health Care, Music)
- A description of how you have applied what you learned (knowledge, skills and abilities/competencies) in specific jobs and/or other areas of your life (e.g., manager, computer operator)
- A description of how these competencies positively affected your work



## Credit for Prior Learning Sample Portfolio

Portfolio Submitted by:

KCC ID Number:

Home Mailing Address:

Phone Number:

Student E-mail Address:

Submitted to the Office of Academic Affairs for Prior Learning Assessment and Equivalency

Evaluation Date \_\_\_\_\_

I, \_\_\_\_\_, certify that the information in this portfolio and the supporting documentation submitted is true, accurate, and represents my original work.

\_\_\_\_\_

Signature Date

## Table of Contents

1. Title Page
2. Table of Contents
3. Résumé
4. Autobiography and Educational Goals Statement
5. Explanation of Relationship Between Prior Learning and Specific Course Learning Outcomes
6. Detailed Description of Significant Learning Experience
  - 6.1 Subheading I
  - 6.2 Subheading II
  - 6.3 *Example: Mapping to Course Learning Outcomes (CLOs)*
7. Academic Transcripts
8. Additional Documentation
  - 8.1 Subheading I
  - 8.2 *Example: Letter of Recommendation*



## Autobiography / Educational Goals Statement

### Explanation of Relationship Between Prior Learning and Specific KCC Course Learning Outcomes

**Course:**

**Course Description:**

**Explanation of how Prior Learning Relates to Course Learning Outcomes.**

1. **Course Learning Outcome 1:**
2. **Course Learning Outcome 2:**
3. **Course Learning Outcome 3:**
4. **Course Learning Outcome 4:**
5. **Course Learning Outcome 5:**
6. **Course Learning Outcome 6:**



## Detailed Description of Significant Learning Experiences

### Academic transcripts and/or Certificates

See attached

Additional documentation the student wishes to be considered as part of the review process.