

Portfolio Planning Form

Use the following form to plan the specific focus of your portfolio. Also use this form to plan some of the artefacts that you will include in your portfolio. If you are using the portfolio only to document your professional growth plan, limit the goals to a small, attainable number. If you are gathering information about your teaching in general or for some other purpose, your portfolio may contain multiple areas.

Name: _____	Subject or year level: _____
Evaluator: _____	Date: _____
Portfolio category (circle one):	
General	Professional development based
Priority based	Teaching registration
Difficult to observe	
Professional Growth Goal	Artefacts
Dates for follow-up meetings to discuss the progress of the portfolio: _____	