

e-Portfolio

I recommend compiling an e-portfolio as a personal, developmental and evidence-based tool. This e-portfolio is **for your own professional reflection and growth** and **does not need to be submitted** to anyone. It may include:

- **Context Statement** (approximately 300 words)
- **Examples from your teaching and educational practice**
- **Evidence of professional practice**
- **Reflective narratives** (acting as a reflective journal)
- **Responses to guided tasks and prompts**

If you intend to apply for an Advance HE Fellowship, your e-portfolio can provide a valuable foundation for your future application. If you do not intend to apply, you can use it as a personal record of your professional practice, development, achievements and reflections.

The e-portfolio is a **living private document**, designed to capture your thinking, growth and evolving reflections. You can create it using Microsoft Word, which allows you to combine text, images, tables and links. To organise it effectively:

- **Use clear headings** for each section (e.g. Context Statement, Evidence, Reflections).
- **Include dates and brief descriptions** for each piece of evidence to track progress.
- **Use bullet points, tables or numbered lists** to structure information clearly.
- **Add screenshots, images or hyperlinks** to enrich your evidence and show your practice in action.
- **Maintain a reflective voice**, noting what you learned, challenges you faced and how your practice evolved.
- **Save and back up your document regularly**

Beyond supporting your Advance HE Fellowship application, your e-portfolio can also serve as a foundation for:

- **Career progression and promotion applications**, demonstrating sustained professional practice and impact.
- **Professional development reviews**, providing structured evidence of growth and achievements.
- **Mentoring or coaching discussions**, as a resource to share your approaches and reflections with colleagues.
- **Job applications or interviews**, illustrating your professional philosophy, practice, and reflective capacity.
- **Experimenting with creative or digital approaches**, such as embedding short videos, interactive links, or visual diagrams to represent your practice dynamically.

Treat your e-portfolio as a flexible, evolving record of your professional journey, created to support your professional development, which can continue to grow and support your career.