Information for CMALT candidates

Many staff going through CMALT have shared with us that building the portfolio proved incredibly helpful to them personally. It allowed them to take stock of their skills and experience in the learning technology arena and to make more explicit statements to others about the broad and specialist range of expertise they represent as a learning technology professional.

There is growing emphasis placed on having this kind of professional recognition in appraisals, promotion or job applications and the CMALT portfolio can be used as a valuable reference or appendix. Indeed, we have noted an increase in the number of job advertisements for LT posts that indicate that having CMALT would be desirable'. As we build up a critical mass of CMALT holders across educational and industry sectors, it is likely that over the next few years, CMALT may well shift towards being an 'essential' criteria.

This short document provides some initial guidance to help you get started in building your CMALT portfolio.

1. Here's an approach to getting started you might find useful.
First, with reference to your CV, brainstorm against each of the criteria (1a, 1b, etc) what you have done/achieved and second, what you know or have learned through learning and/or experience. Third, go through each set of points and consider how you might prove your involvement and understanding in terms of evidence you have or could obtain. Now you have the ingredients for your portfolio.

Then, work on pulling these together in each criteria, in a statement of around 0.5 - 1 page, preferably with 2-3 distinct examples from your role/experience. You should aim to provide a rounded view - broad as well as deep - across the four areas and specialism. So please avoid just referencing your one major or current project, draw on a range of learning and experience and collaborations and activities you have engaged in over the last few years.

2. Description + Reflection + Evidence
It's important in your portfolio that you strike a reasonable balance between description and reflection and that you provide evidence that backs up each of your statements.

For example, you might outline the role you played in project X and the process of planning, implementation and evaluation you went through (=description); your understanding of the issues (e.g. in the case of 1a those pertaining to the constraints and benefits of learning technologies) (=reflection); and evidence this through a project team document and needs analysis report.

3. Join the CMALT Community online
Join the CMALT Community online and share your experiences, reflect upon your progress and get the support you require. To join go to http://www.alt.ac.uk .

A broad range of help & information is also available via the CMALT website at http://www.alt.ac.uk/cmalt or you can also e-mail cmalt@alt.ac.uk .