



CMALT Portfolio Review: Guidelines

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As part of CMALT's commitment to continued professional development (CPD), keeping your portfolio up to date has been part of the scheme since its inception. However, the formal implementation of the requirement to submit an updated portfolio for review every 3 years is being implemented from 2015 onwards. The process of updating your portfolio periodically will further encourage you to:

- ◇ examine how use of technology changes;
- ◇ describe how your role and engagement develops;
- ◇ reflect on your development and future plans.

Once your updated portfolio has been received and processed you will be issued with an updated CMALT Certificate. This document provides guidelines for CMALT Holders on:

1. how to update your portfolio;
2. how to submit your updated portfolio;
3. the review process in general.

The cost of the review is covered by your annual Certified membership fee. You must have a current Certified membership in order to submit your updated portfolio for review.

For more information please refer to the [CMALT web page](#) and refer to the FAQs.

Section 1: How to update your portfolio

Your existing portfolio

You are not required to revise or update the content of your original portfolio (though you may if you wish to do so), but it should be included along with the new sections in your updated portfolio (see below).

The first step to updating your portfolio is to decide whether you are going to keep the original format or change it. If you wrote your original portfolio as a word document, for example, you may prefer to translate it into an online format for the updated submission. Regardless of whether you keep the current format or change it, the following applies: You may submit your updated portfolio in any digital form that suits your needs. This includes (but is not limited to):

- Word doc
- A Google site (there is a Youtube video on using Google sites to create your portfolio <http://www.youtube.com/watch?v=KI324MW3dgg&feature=channel>)
- An e-portfolio, either provided by your employer or self-hosted or one of the hosted portfolios. Do make sure that the assessors will be able to see it (either by making it public, or providing a username and password)
- A podcast or vidcast. This may either be emailed, or a link provided to an online site where it is hosted. If you are emailing it there is a file size limit of 10MB

Acceptable file formats include:

- ◇ Microsoft Office
- ◇ Open Office
- ◇ Portable Document Format (PDF)
- ◇ Web archive file (mht)
- ◇ HTML (where submitting multiple files please include index.html as the starting point)
- ◇ Audio (mp3)
- ◇ Video (MP4 or Windows Media Video (WMV))

It is your responsibility to make sure that you include ALL original sections in addition to the updated sections when submitting the updated portfolio.

How to structure your updated portfolio

In addition to the original sections of the portfolio, including the four core areas, you will need to add new sections to your portfolio.

Original portfolio sections	Updated sections
◇ Contextual statement	◇ Summary of recent work/practice (500 words)
◇ Core area 1: Operational Issues	◇ Overview of CPD activities over the past 3 years, with
◇ Core area 2: Learning, teaching and assessment	◇ 3 examples discussed and reflected on in greater depth
◇ Core area 3: the wider context	◇ Updated future plans (300 words)
◇ Core area 4: Communication	◇ Updated Confirmation and date
◇ Specialist option	
◇ Future plans	
◇ Confirmation	
	These will be reviewed to confirm that you continue to meet the criteria of the scheme.

Principles and values

The scheme is informed by four principles and values. These should be kept in mind when updating your portfolio and providing evidence of your professional development.

Central to the scheme is the definition of learning technology agreed within ALT. *“Learning technology is the broad range of communication, information and related technologies that can be used to support learning, teaching, and assessment.”*

The principles and values that inform the development of the scheme are:

- ◇ A commitment to exploring and understanding the interplay between technology and learning.
- ◇ A commitment to keep up to date with new technologies.
- ◇ An empathy with and willingness to learn from colleagues from different backgrounds and specialist options.
- ◇ A commitment to communicate and disseminate effective practice.

How to complete updated sections

Summary of recent work/practice

The new, updated, section of the portfolio should start with a summary of your recent work or practice and be no longer than 500 words. This should be related to the contextual statement in the original sections of your portfolio or the summary from the last update. In this section you should describe how your role or more broadly your career have developed over the past 3 years and how this relates to your work with Learning Technology.

Overview of CPD activities over the past 3 years

This is the second new section for the updated part of your portfolio. In this section, you should include a brief summary of CPD activities undertaken in the past 3 years (or a link to the list in an appendix) **and then choose 3 examples of these CPD activities that you describe and reflect on in more detail.**

When choosing your examples, consider how they relate to your development over the past 3 years. For each example you must include:

- ◇ A brief description of what you have done;
- ◇ Evidence to support this;
- ◇ Reflection on what you learnt as a result of doing it.

How to write and provide examples of CPD

The style of writing expected is one of a reflective and analytical nature and not solely descriptive. When providing examples of your CPD activities you must include:

- ◇ Description: A brief description of what you have done including a clear statement of your involvement, i.e. what you have done;
- ◇ Evidence: You must include evidence to support the examples of CPD activities, directly within the portfolio, or in a numbered appendix, or as a link;
- ◇ Reflection: reflecting on what you learnt as a result of doing it.

Reflection

It is essential to reflect on your CPD activities, explaining what you have learned from it; what you might do differently as a result (if appropriate) and what the impact of your work on learners (this could be staff or students) and/or on the organisation.

You should aim to demonstrate how your practice has developed as a result of your CPD. Many people find it easiest to add reflection by adding a heading “reflection” to each example and then

addressing appropriate reflective questions such as;

- What have I learnt from doing what I describe above? or
- What went well/what could have gone better? or
- What would I do differently another time? or
- What was the impact on my users/students/learning?

Updated future plans

This is the final new section for the updated portfolio and should build on both the summary of recent work and the CPD section to give a sense of your future plans. You might reflect on areas for future development or training, skills you wish to develop or ways in which you hope to change your role or career over the next 3 years.

Updated Confirmation and date

You are required to include and signed/electronically signed declaration that the updated portfolio you have submitted is honest and fair. If there is reasonable cause to believe that you have given false evidence or breached procedure in some other way, your certification may be revoked.

Section 2: Submitting your updated portfolio for review

How to submit: You should submit your portfolio using this form: <http://go.alt.ac.uk/CMALTsubmit> . You will receive a confirmation by email.

Remember, you must have a current Certified membership to submit.

If you don't have a URL to your portfolio, for example if it is in Word or some other format, you can still send it to us as an attachment at cmalt@alt.ac.uk (max 25MB) **after** you have completed the form.

When submitting your updated portfolio it should either be a single file or a zipped collection of files (for instance to include evidence). As many email systems block large attachments this should not exceed 10Mb. Please be aware that assessors may not have access to specialist tools, and it is therefore best to avoid proprietary formats.

When to submit: There are three submission windows throughout the year. You may submit your portfolio:

by 31 January for assessment during February, March and April and assessment result in May;

by 31 May for assessment during June, July and August and assessment result in September;

by 30 September for assessment during October, November and December and assessment result in January.

Portfolio review checklist

Before submitting your updated portfolio you should use this checklist to ensure that you have included all relevant information. First, check that you have included all the following sections:

Original portfolio sections	Updated sections
<ul style="list-style-type: none">◇ Contextual statement◇ Core area 1: Operational Issues◇ Core area 2: Learning, teaching and assessment◇ Core area 3: the wider context◇ Core area 4: Communication◇ Specialist option◇ Future plans◇ Confirmation	<ul style="list-style-type: none">◇ Summary of recent work/practice (500 words max)◇ Overview of CPD activities over the past 3 years◇ Updated future plans (300 words max)◇ Updated Confirmation and date

Next, review section 2, the examples of CPD activities undertaken, and check that you have Described what you have done relevant to the section; Reflected on this; Provided supporting evidence.

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