**  
EMPLOYABILITY ASSESSMENT TOOLKIT**

|  |  |
| --- | --- |
| **Task:** | Professional Portfolio |
| **Task type:** | Professional Portfolio: Bachelor of Midwifery |
| **Value:** | 50% |
| **Length:** | 4 pages with additional 2500 words |
| **Level:** | Transition out/ Capstone |

# Task Objectives:

1. Analyse your clinical and theoretical knowledge and skills to identify gaps in learning and experience and the context in which these may be addressed (problem solving; self-management; planning and organising)
2. Articulate the role of the midwife within the ANMC competency standards and identify personal goals to be met prior to graduation (communication; learning; planning and organising)

Task Rationale:As a registered midwife you will be required to provide evidence of your ongoing competence, learning and professional development on a yearly basis to the Australian Nursing and Midwifery Council. A professional portfolio is one way to organise the collection of the evidence about your practice and ongoing education. The portfolio is also a means of encouraging you to reflect on your practice, identify your strengths, skills and experiences as well as identify areas that need to be developed further. It will allow you to provide evidence of competency and support you as you develop your career plans and apply for jobs

# Task Description:

For this task you need to prepare a **professional portfolio** within a template in google sites that includes:

* a CV – 3 pages
* a cover letter – 1 page
* midwifery philosophy – 750 words
* SWOT analysis – 500 words
* professional development plan – 500 words
* statistics related to care provided - list
* reflections on development as a midwife – 750 words

# Additional information:

* Prepares student to apply for graduate positions
* Facilitates development of a professional development plan
* Provides statistics for students regarding the impact of care they have provided
* Encourages student to maintain professional portfolio post-graduation

**Top Tips**

1. Prepare students for length of time the development of the portfolio takes
2. Encourage students to collect evidence and compile statistics throughout the whole program

# Rubric:

NO RUBRIC ATTACHED