

Using ePortfolios

to support CPD & advocate our profession

▶ CPD (Continued Professional Development) is the ongoing process of developing, maintaining and documenting your professional skills.

▶ CPD requires you to demonstrate that you are keeping up-to-date with new knowledge and developments related to your profession. It helps ensure that quality, accountability and effective work practices are maintained.

▶ A key element of CPD is that it is personal. You are expected to identify your needs and learn for yourself. Part of being a professional is taking responsibility for your own skills and realising when improvement is needed.

Who are you as an information professional?

Stand out from the crowd

- An ePortfolio captures what activities you have done and when you did them.
- An ePortfolio shows what you learnt by doing them and how such learning has affected your work.
- An ePortfolio helps proactively promote you and your profession.



Be your own professional advocate!

An ePortfolio should:

Be a record of your **professional development** and experience; producing evidence of ongoing CPD

Store **documentary evidence** to support your claims regarding learning, skills knowledge and competences

Demonstrate that you are **professionally engaged**; be specific to your work & roles

Have **reflective** and evaluative content

Be used as a historical, current and future **learning tool**

The evidence collected in your ePortfolio can assist with:

Critical thinking & deeper learning

Identifying gaps in professional knowledge & skills

Applications for further study & funding

Job applications & interview preparation

Appraisals, reviews & career development

Setting professional development goals for the future

Be Selective

Be Reflective

Be Motivated

Be You...



Personal Biography

Educational Background

Professional Experience

Performance & Skills

Evidence of Competencies

Awards & Honours

Essential Components of an ePortfolio

Maintaining an ePortfolio is CPD, it's a tool to store evidence of and reflect on CPD activities - it's a learning process.