

# THE AUSTRALIAN INSTITUTE OF WELFARE AND COMMUNITY WORKERS

THE ASSOCIATION FOR COMMUNITY SERVICE PROFESSIONALS

Vic. Reg. A0036440S

ABN 28 696 828 620



## CAREER PORTFOLIO

As part of the membership application process, prospective members are required to reflect on achievements, competency development and qualifications gained during their career. These reflections will create a career portfolio which identifies the core competencies, qualifications and skills base developed over an individual's career.

In creating a career portfolio, prospective members will be collating evidence of their achievements to date.

- a) Attendance at seminars, workshops, conferences, and reviews with a one page report on learning.
- b) Written and verbal contributions to seminars, workshops, conferences, letter to the editor, or academic papers.
- c) Formal or informal training courses, either within or outside the workplace which demonstrate an enhancement of a worker's skill or knowledge level.
- d) Participation in network, management or community meetings where the processes are conducive to professional development (excluded from these participations are activities of a primarily administrative, clinical or supportive nature and where routine or common procedures are employed).
- e) Study or perusal of publications, including research articles, textbooks, self-awareness magazines where a one page report on the research is provided for uploading to the agency/educational institution or AIWCW website.
- f) Writing for such publications, including letters to the editor.
- g) Professional supervision, as either supervisor or supervisee in addition to attending a minimum of one additional form of CPD (for example, see b above).

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Evidence of attendance and reflection on professional development includes:

- certificates
- awards
- subscriptions
- copies of reviews or reports
- resumes
- diary entries
- reports by supervisors or consultants
- receipts/credit card or bank statements
- activity schedules and programs
- publications
- details of formal or informal training courses, either within or outside the workplace
- analyses and reviews
- audio or videotapes
- internet activity including logs of emails and web downloads
- minutes of meetings as evidence of attendance at seminars, workshops, conferences, forums, etc
- contributions to seminars, workshops, conferences, etc
- academic papers
- writing for publications, including letters to the editor

**Contact  
US**

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