

# GUIDE TO THE ORGANISATION OF YOUR PORTFOLIO ENTRY AND PREPARATION FOR ELECTRONIC SUBMISSION

## ENTRY 4 PRIMARY: BUILDING PROFESSIONAL COMMUNITY

Please use this table as a guide to how your portfolio entry should be organised and prepared for electronic submission in December.

**Format: All Word files should use 11 point Calabri, 1.5 spacing and 2.54 margins on all sides**

**You will be supplied with an ID number, which you should place in a header throughout your Entry**

Cover sheets and forms are provided as word-processing files that you can download from the ACER Portfolio Project website

Components of Portfolio Entry 4	Length	Information	Supported file types
<b>Cover sheet for Entry 4</b>	1 page	Provides your ID Number and the name and number of your entry	
<b>1. School context (form provided)</b>	1 page Not scored	Provides contextual information about your school and its students	pdf
<b>2. Written commentary</b>	12 pages (max).		
a. Identification of the need for the project.	2 pages	Brief introductory overview of the project that states how and why the need was identified and includes a summary and analysis of relevant information and data.	
b. Planning for change	2 pages	Description of rationale, goals, relevant research, actions and steps for implementation including plans for monitoring progress and steps taken to ensure involvement by all members of project team. Include supporting evidence of your involvement and leadership in the form of artefacts (e.g. planning documents, meeting notes, diary extract).	
c. Implementation of change strategies	3 pages	Description of how the project worked out, including your thoughts on how you promoted the development of professional community and learning among your colleagues. Point to specific supporting evidence in the video clip.	
d. Reflecting and reporting on outcomes	2 pages	Your reflections on outcomes of the project identifying your actions that proved to be most effective in (a) strengthening professional learning and community among your colleagues and (b) achieving the aims of the project.	

<b>3. Artefacts</b>	10 pages	Documents/material used in the planning and implementation of the project	pdf
<b>4. Video segment</b>	10 minutes Video file size 500mb Max.	Video clip of a meeting of the project team taken at any stage during the implementation of the project. The clip will exemplify how you have engaged and led colleagues to strengthen professional community and meet project aims.	500mb max. MOV, .MPEG4 .AVI, .WMV, .MPEGPS, .FLV, 3GPP, WebM