

Prior Assessed Learning Portfolio

If you are matched WWDI and applied for a prior learning assessment, a portfolio will be required to assess your previous experience. Portfolios must be received two weeks after your acceptance into the program. Your portfolio will include samples of projects, reports, presentations, certifications and professional practices that demonstrate advanced knowledge and skill in the area(s) of dietetics for which you are requesting assessment.

Retain copies of all your information as portfolios will not be returned. Do not include projects or assignments that you have completed as part of your undergraduate or graduate studies.

PAL Portfolio Requirements

- **Cover letter-** This is an introduction to the evaluator outlining the area or areas that are covered in the portfolio. You should include your contact information at the top including telephone number and email address in case the evaluator needs to make further contact. Include the dietetic internship rotation you would like to be considered as met based on the information within the portfolio. Within the narrative, explain why you feel you are qualified to receive PAL credit. Describe how your responsibilities have increased as you have progressed in your career and how your responsibilities have built on one another.
- **Table of contents-** The table of contents must show the headings of the subdivisions of the portfolio in order to assist the evaluator in reading the portfolio. Each item listed must have an accurate page number. Be sure that the table of contents lists every item included in the portfolio.
- **Detailed description of contents-** For each document included in the portfolio, include a description of the purpose of the material, your experience completing it and which competencies it demonstrates you meeting. Include where you were working/volunteering when you created/completed the document. Be as specific as possible about the how the document demonstrates you have met the required competency(ies).
- **Documentation of learned experience-**These primary sources can be projects, client educations, presentations, staff trainings, writing samples, developed menus, reports, press releases, recorded webinars, reports and letters from employers, clients, business partners or coworkers. These sources should document the skills and knowledge necessary to complete tasks/assignments.
- **Documentation of learned experience from secondary sources-** These secondary sources can be official forms or records including records of promotions or performance

evaluations; job descriptions; task analyses; job classifications and copies of licenses, certificates, record of completed workshops or non-credit courses.

The Portfolio should be submitted along with the PAL application for the rotation you are applying for, two weeks after matching with the program. We strongly recommend you begin working on your Portfolio as soon as submitting your application to WWDI.