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# MOST VALUED PROFESSIONAL PORTFOLIO TEMPLATE

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## Annual UFS Learning and Teaching Awards

*This portfolio should be submitted on or before 15 July 2024*

The following template document aims to provide structure and guidance to academic support staff in the compilation of a portfolio that needs to be submitted for the Annual UFS Learning and Teaching Awards. Please note the following:

This portfolio is a narrative document, which allows an academic support staff member to reflect on their learning and teaching and/or supporting role in promoting learning and teaching in an evidence-based manner. The narrative section of the document should not exceed 10 pages BUT must be substantiated with supporting examples and evidence (thus not included in the 10 pages). This can be in the form of examples described within the reflective narrative itself, or references or hyperlinks to appendices. If appendices are included, they should only include excerpts pertinent to particular statements in the reflective narrative.

### Introduction

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Write an introduction to describe your personal approach to learning and teaching and the rationale behind what guides your practice. What you do and why you do it this way.

See this as your philosophy to share your view and approach to learning and teaching, including the underlying theories, beliefs, assumptions, convictions and values you have in terms of your role in learning and teaching. You might want to demonstrate that you are aware of your institutions (or discipline's) learning and teaching goals or objectives; and how your philosophy aligns with the institutional goals or objectives.

### Project

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Describe your project/contribution to learning and teaching at the UFS. Consider the following aspects:

- Describe the problem/need you addressed. How was the problem/need identified?
- Which strategies/steps were followed to address the problem/need?
- Which theories/strategies underpin the strategies you followed?
- Give a rationale for the strategies/planning of the project. You can refer to national/international best practices.
- Describe the process and the outcome of your project.



## Reflection on project

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Write a narrative to reflect on the outcome of your project

- Did you achieve the outcome/s of the project?
- Discuss the impact of your project referring to the target group, as well as from a broader perspective.
- Describe how the project affected you on a personal level and what you learned from this.
- Discuss possible future projects or follow-up work you may be planning after this project
- Remember to include evidence that supports this reflective narrative or link your reflection to evidence in an appendice.

## Appendices

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Your portfolio must be evidence-based. Please remember to attach relevant examples and other evidence as referred to throughout your document to substantiate your narrative