

Register	ESPORT™	Username	Password
	PLATO®	Username	Password
	Facilitator		

Personal info	Name, address, phone, cell, etc. Education & Certificates Job History	<i>Date of most recent update</i>
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Start Portfolio	<i>You can update as often as you want</i>	<i>Date of most recent update</i>
	Interest Inventory	
	Skills Assessment	
	Choose occupation	<i>List Portfolio(s)</i>

Portfolio building		<i>Most recent update</i>	<p><u>Suggestions</u></p> <p>The occupation you choose may highlight three or four 'most important skills'.</p> <p>When building your Portfolio, concentrate on the 'important skills'. But don't neglect the others – especially where you can show that your experience means you will make a valuable contribution.</p>
	Reading Text		
	Document Use		
	Numeracy		
	Writing		
	Oral Communication		
	Working with Others		
	Continuous Learning		
	Thinking Skills		
	Problem solving		
	Decision making		
	Job task planning		
	Finding information		
Use of memory			
Computer Skills			

Develop skills	PLATO courses	<i>Course name</i>	<i>Date completed</i>
		_____	_____
		_____	_____
		_____	_____
		_____	_____
	Other courses	_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____