

**Family Development Training and Credentialing Program (FDC)
Portfolio Development Process
Frequently Asked Questions**

What is the purpose of the FDC Portfolio?

Under the guidance of the instructor and portfolio advisor, FDC students will create a portfolio which provides a format for workers to demonstrate in writing how their knowledge and understanding of the family development curriculum will be used to benefit and support their professional practice.

What are the components of the FDC Portfolio?

The three basic components of the FDC Portfolio are: 1) Activities to Extend Learning; 2) Skills Practice and Reflection; and the 3) Family Development Plans.

Can you explain each of the FDC Portfolio Components?

1. Activities to Extend Learning

At the end of each chapter of ***Empowerment Skills for Family Workers*** are questions called *Activities to Extend Learning*. Workers choose three questions from **each** chapter and prepare written responses. These questions provide an opportunity for the worker to reflect on the information in the chapter. Responses to *Activities to Extend Learning* questions help demonstrate a worker's knowledge and understanding of key concepts presented in the handbook and the FDC course and to clarify worker's thinking as they begin to practice family development concepts.

2. Skills Practice and Reflection

Each chapter also requires that workers complete a *Skills Practice and Reflection*. A skills practice provides an opportunity for workers to apply concepts and principles from the FDC course in their work with families. For each skills practice, workers are asked to reflect on these questions:

- *What strengths did I see in myself and the family?*
- *What worked?*
- *Could I improve on this skill in the future?*

After each skills practice, workers complete a *Skills Practice Reflection* form and provide the following information: a) *A description of the skills they practiced and what they did;* b) *A description of what went well;* and c) *What they might do differently next time.*

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What is the difference between a *Skills Practice* and an *Activity to Extend Learning*?

A *skills practice* is something that you do and gives workers the opportunity to try something – maybe something new. On the other hand, an *activity to extend your learning* shows what you’ve learned from reading and discussing a topic; it helps you demonstrate in writing what you understand about a particular subject. This is similar to most of the learning you most likely did in school where you answered questions based on what you had read or learned in class.

3. *Family Development Plans*

The Family Development Plan is created with a worker and individual/ family in partnership. The individual/family determines a goal or goals and manageable steps for reaching those goals. Both the worker and the individual/family have responsibilities to help them succeed.

This part of the portfolio requires a commitment on your part to work with an individual or family to develop a plan to achieve a goal, as well as the actions they and you will take to achieve it. This is a three-part process that requires a reflection from you at its completion. You will meet with a family (or individual) three times and *document each meeting on three separate Family Development Plan forms*.

The first time you meet, you learn about a goal the family or individual wants to achieve and determine what actions they will take – as well the support you will provide to help them achieve their goal. *Please include dates by which these actions will occur.*

The second time you meet, you discuss the progress made and what obstacles they may have encountered. You will also share the actions you took to support them as well as what each of you will do before the next meeting. *Continue to include dates and times by which these actions will occur.*

The third time you meet, is the final session in the Family Development Plan process. At this meeting they may have achieved their goal. If not, describe why not.

It is possible that the family (or individual) you choose to work with may change goals in the middle of the process. This is acceptable and should be described on the Family Development Plan. It is also possible that the family (or individual) may not achieve their goal. What is crucial is for you to have a “hands-on” experience with the Family Development Plan.