

PORTFOLIO DEVELOPMENT

The portfolio is a **representation of the students' work**. It is a **means of collecting and presenting evidence which verifies students' learning achievement for the two-year period**.

- Notes or handouts should not be included.
- E-portfolios as well as Paper-based portfolio are allowed. Students can also have a combination of both E and Paper-based portfolios.
- The portfolio should include information under the headings:
 - Cover page: - Name of School, Subject, Teacher's Name, Student's Name, Year of Examination
 - Title page: - Examination, Subject, Year
 - Table of contents; - Topics neatly identified, Pages correctly numbered in sequence.
 - Introduction: - Information about the student, Expectations of the subject FOOD Nutrition and Health.
 - Supporting Evidence: e.g. *Written Assignment, *Oral Questions (checklist format), *Projects - Work Samples, Research Assignments, *Fieldtrip reports, *Summative evaluation of practical work, *Digital photographs of candidates performing critical tasks. **Please note: written assignments/formative assessments in E-portfolios must be in the candidate's own handwriting and marked by the teacher before uploading.**
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 - Self-assessment/Reflection: - students reflect in writing whether their expectations have been achieved.
- The portfolio must capture evidence of the thirteen (13) practical plus SBA 1 & 3 and provide information on formative and summative assignments.
- Students should be encouraged to write their own reflections instead of using standardized formats.
- Formative and summative assignments must be marked/corrected, signed, and dated by the teacher.
- Digital evidence must be captioned, and the student must be visible in the photograph.

How to Write a Reflection

A reflection is a thoughtful, written account of a student's understanding, feelings, and experiences related to a task or activity that was completed. It allows the student to examine what was learned, how the learning took place, and how the new knowledge or skills will influence future actions. A strong reflection demonstrates self-awareness, honesty, and the ability to analyse both successes and challenges.

A well-written reflection should include the following elements:

- **Description of the task:** Clearly state the activity or assignment to be completed.

- **Expected outcome:** Explain what you intended to achieve before beginning the task.
- **Key concepts and skills learned:** Identify the most important ideas, techniques, principles, or skills gained.
- **Challenges encountered:** Discuss what aspects were difficult or problematic and why.
- **Rewards and accomplishments:** Highlight what was most satisfying or meaningful about the experience.
- **Honest self-assessment:** Provide open and truthful statements about your performance, effort, and feelings throughout the process.
- **Achievement of intended learning:** Explain whether you learned what you planned to learn. If not, state the reasons and what may have affected the outcome.
- **Areas for improvement:** Reflect on what you would do differently if you were to complete the task again.
- **Future application:** Describe how you will apply the new knowledge or skills in future tasks, projects, or real-life situations.

A good reflection not only reviews what happened but also shows growth, personal insight, and a clear plan for continued improvement.

Examples of simple concise reflections

- Making the Bed

The task was to make a bed properly with clean linens. I expected a neat and comfortable bed. I learned the importance of tucking sheets tightly and arranging pillows for a tidy appearance. The hardest part was getting the corners smooth, but the most rewarding was seeing the bed look inviting. I met my goal and will use this knowledge to maintain a clean, organized bedroom.

MINISTRY OF EDUCATION
Curriculum Planning and Development Division

Portfolio Guide for Family & Resource Management

Criteria	Cover Page
(a) Cover Page	Name of School
	Subject
	Teacher's Name
	Candidate's Name
	Year of Examination
	Title Page
(b) Title Page	Examination
	Subject
	Year
	Table of Contents
(c) Table of Contents	Topics neatly identified
	Pages correctly numbered in sequence
	Introduction
(d) Introduction	(a) 'Getting to know me' – Information about the candidate
	(b) Expectations of the subject Family & Resource Management
	Supporting Evidence
(e) Supporting Evidence	• A minimum of 5 written assignments from each section of the syllabus • Projects - Work Samples • Research Assignments • Fieldtrip reports • Summative evaluation of practical work • Time plans • Digital photographs of candidates performing critical task
(f) Reflections	Reflections • SBA 1 • SBA 3 • Napkin folding • One pot meal • Invitation

Suggested Practical Activities for Family & Resource Management

Plans of work **MUST** be done for ALL practical.

CHOOSE THIRTEEN (13) using the following guideline:

3 – 30 mins

4 – one hour

3 – one and a half hour

2 – two hours

1 – two and a half hours

No.	Practical Activity	Syllabus Reference	Duration
1.	Display a selection of cleaning agents commonly used in the home	Section 7	30 mins
2.	Prepare and serve a nutritious drink to a 5 year old	Section 1	30 mins
3.	Create a safety sign for the food lab	Section 1	30 mins
4.	Clean and prepare an area to host a seminar	Section 5 & 7	30 mins
5.	The Home Economics department is raising funds. Make a pamphlet/poster to advertise the sale	Section 4	1 hr.
6.	Clean the bedroom, dressing table and mirror	Section 7	1 hr.
7.	Clean and decorate an area of the Home Economics Department for hosting FOUR visiting students.	Section 7	1 hr.
8.	Your class is celebrating World Food Day. Prepare the invitation using appropriate format and technology	Section 5	1hr.
9.	Clean and prepare a living area for your penpal who is visiting your country for the first time.	Section 7	1 hr.
10.	Your school is hosting a prize giving function. Prepare the dining area and arrange a table setting for lunch.	Section 7	1hr.
11.	Prepare and serve a one-pot meal	Section 1	1 hr.
12.	Recycle a worn towel to make a suitable gift item	Section 7	1 hr.
13.	You have to babysit your cousin's three year old twins. (a) Thoroughly clean the toddler's room. (b) Prepare and serve the toddler's a nutritious and interesting lunch.	Section 1 & 7	1½ hrs.
14.	Prepare and serve a main dish and dessert to your elderly neighbor	Section 1	1½ hrs
15.	Mount a display of FOUR electrical appliances Demonstrate the use and care of ONE of these appliances.	Section 7	1½ hrs.
16.	Use materials gathered from around the home to make either a fresh or dried floral arrangement	Section 7	1½ hrs.
17.	Prepare and serve a fresh fruit drink and a batch of sandwiches	Section 7	1½ hrs.

18.	Carry out the following tasks in the living room: i. Thoroughly clean the living room ii. Clean the windows and hang fresh curtains iii. Prepare and serve tea and sandwiches on a tray	Section 7	2 hrs.
19.	Your 60 year old aunt is spending the weekend with you. Thoroughly clean and prepare the bedroom. Prepare a snack, which includes an appropriate savoury item and a hot beverage to be served upon her arrival.	Section 7	2hrs.
20.	It's your mother's 50 th birthday and you have invited some of her friends to celebrate the occasion. Carry out the following activities: i. Design and prepare a formal invitation card for the occasion ii. Clean and decorate the room for the party with appropriate decorations iii. Set the table for a Three Course lunch for four persons iv. Prepare a fresh floral arrangement for your mother's birthday	Section 5 & 7	2½ hrs.
21.	Your form at school is having a cake sale to purchase materials for SBAs. i. Make and mount a poster advertising the cakes on sale ii. Make a cake for display iii. Prepare a table for the display and sale iv. Clean the stainless steel knives and cake lifters that will be used for the occasion.	Section 4, 5 & 7	2½ hrs.