

PAM Portfolio Evaluation Criteria – Oral Presentation¹

The client documents skills developed and used in management of the home, family advocacy, or planning for various life phases such as parenting and retirement by completing the PAM Portfolio. To satisfy the requirements of the selected PAM competency, the client prepares a portfolio to document these skills. The client presents the portfolio contents and final decision or conclusion in a presentation using a 500-word essay or 2-4 minute oral presentation.

The portfolio should contain a logical approach to defining a problem, researching a solution, making an informed decision, and documenting the reason for this decision. The client presents the summary of the decision-making process in an essay or an oral presentation that is evaluated as described below.

The presentation should be persuasive in tone as the final decision-making process is described. Clients are required to include at least one graphic to help support their written or oral presentation. The graphic may be in the form of a table, chart or graph, clearly supporting that the conclusion is logical, realistic, and the most feasible for their personal and family needs, location, financial status and availability of services. Clients are required to properly cite all resources used in the research.

Oral Presentation Format:

<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	1. The client uses effective speech and body language in the presentation. • Be prepared and knowledgeable about your topic. • Be clear and concise. Ensure your presentation is well organized. • Begin by explaining what you are going to discuss. Use transitions between topics, and end by summarizing what you have said. • Speak confidently at a normal pace, or slightly slower than usual. Emphasize key words or ideas. • Use notes to guide your presentation, but try not to read them to your Assessor. Your notes should include only the main points of your presentation; refer to them solely to keep yourself on track. • Speak clearly. • Stand or sit in a natural, upright way. Look at your assessor and make eye contact from time to time. • Start and end your presentation in a timely manner.
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¹ Note: an oral presentation is an option only if the NEDP agency has the capability to record the presentation for review by the Portfolio Reviewer.

Client Name: _____

NEDP ID: _____

<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	2. The personal and family issue is identified and the factors contributing to the final decision or selection appropriate to the family needs, location, financial status and availability of services.
<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	3. The resources used to research possible solutions to consider are clearly and logically presented and appropriate to the issue.
<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	4. All resources are properly cited, either in the portfolio or as a hyperlink within the presentation so that they can be included in “real time” as the information is presented.
<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	5. The data gathered in the research process to compare various options is clearly and logically organized and presented.
<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	6. The statement of the final decision (or selection) correlates closely with the information presented.
<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	7. The supporting chart, graph, or table that presents information and data gathered in the research process clearly supports that the final decision (or selection) is logical, realistic, and the most feasible for the personal and family circumstances.
<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	8. The client uses a 6-10 slide PowerPoint Presentation to illustrate key points.
<i>Assessor:</i> ☐ D ☐ ND <i>Portfolio Reviewer:</i> ☐ D ☐ ND	9. Assessment of the portfolio file: Information collected in response to the Activity section of the competency description (2-4 pages).