PROGRESS FILE
CONTENTS

What could go into my progress files folder?

You choose. It's yours. Everyone's folder will look different and it will change as you add to it and remove things. It will be a mixture of personal information, evidence of your progress and achievements, and various documents to support your future planning.

Your Progress File might include some of the things listed below:

- School reports – from year 9 onwards
- Certificates/Awards/Commendations etc including outside of college
- e.g. Prefect, Baby sitting, Duke of Edinburgh, Music, sport
- Newspaper cuttings
- Examples of good work
- Log listing evidence of achievements kept elsewhere
- Exam/test results
- Photographs of experiences and achievements
- Work Experience log book, certificate and reference
- Action plans – Plan-it or ILP
- Personal statement
- Curriculum vitae
- Notes of meeting with Personal Adviser
- Tutor reference
- GCSE entry statement
- GCSE results
- Further Education results/certificates