

## **Guiding questions for filling in the APL portfolio**

### **Focus questions for “Extra information about the internship”**

- Give information about the company or the organization where you served your internship: was it a local or international company or organization? What was produced or which services were provided? What was the main purpose of the company or the organization?
- In which department did you serve your internship and what were precisely the tasks of that department.
- What did the internship consist of: were there certain stages? Which tasks did you perform? Did the internship consist of observation, execution of orders under supervision or did you perform your tasks independently?
- What were the most important learning points and results of the internship?

### **Guiding questions for “Extra information about the course or study programme”**

- What was the exact subject of the course or the educational programme and what did you specifically learn? What was the structure of the course or study programme?
- What was the final goal of the course or study programme?
- Why did you attend this course or programme?
- Which particular elements of the course or study programme have remained in your mind? How did you apply the acquired knowledge in fieldwork?

### **Focus questions for “Description self-study”**

- How did you try to be updated with the recent developments in your specialisation field in your country of origin and how do you do that in Belgium? What sort of special literature (books, magazines and websites) did or do you read?
- On which subjects do you mainly concentrate when you try to stay informed?

- Did you (also on a voluntarily basis) take part in certain congresses or study days? What was your role (organizer, employee, participant, ...)? Which relevant knowledge did you obtain there?

**Guiding questions for “Extra information about the employer or the organization”**

- Give information about the company (the organization): was the company (the organization) small or large? Was it locally, nationally or internationally active? What was the main purpose or the mission of the company (the organization)? What was produced or which services were provided?
- In which department(s) did you work and what were precisely the tasks of that department? What was the department’s contribution to the company (the organization)?
- What do you think of the company (the organization)? In case it was your decision to leave the company (the organization), what was your main reason to do so? Have you, by any chance, noticed important similarities or differences in corporate culture between the company (the organisation) and a similar company (organization) in Belgium?

**Guiding questions for “Extra information about the job description or the activity”**

- What was your position? What were your tasks and responsibilities? What were the most important results of your work?
- Did you work independently or in a team? How did the co-operation and the consultation with your colleagues, subordinates and superiors go? Were you in charge of personnel, chairing the meetings, making (international) contacts and/or making independent decisions?
- Were you satisfied with your job description? What were your strongest points and what were your learning points? What did you accomplish in your job?

**Guiding questions for “Link with completed studies”**

- Which courses from your study programme were most useful for your job? In which fields of study were you able to develop an extensive experience?
- Which skills, knowledge and attitudes that were missing in your study programme did you acquire at work?

**Focus questions for “Extra information about the research”**

- For which company (which organization) did you conduct research? Was the research your main task or did you have other assignments beside research?
- Did you conduct the research independently or were you part of a research team? What was your contribution to the research?
- In which domain did you conduct the research? What were the starting point (the definition of a problem) and the goal of your research? Did the research build on an existing research or was it of experimental nature?
- How did you go about your work: did you use an existing procedure or did you develop a research method?
- What were the results of your research and how were they evaluated?

**Focus questions for “Possible publications”**

- Give a list of the books, papers and articles that you have written. Try to correctly record the title, publication year and publisher of the magazine. In which language were they published? Are they available to a wide audience?

**Focus questions for “Description of my competences (knowledge, skills, attitudes and insights)”**

- Try to describe your competences in one or a few sentences. How and where did you acquire them?
- Where (in which context) and when (how often) were you able to use your competences, besides the place where you acquired them?

- Were your competences appreciated in one way or the other? How did you maintain them?

**Focus questions for “Description of my job prospects”**

- In case your diploma will be recognized, in which sector or for which employer would you like to work?
- Do you already have concrete plans in case your diploma will be recognised? Are you going to apply for a job? How are you going to approach this?
- How can you contribute to a Belgian company or a Belgian organization with your knowledge and skills?
- Have you already thought about an alternative path in case your diploma will not be recognised?
- Try to be realistic!
- Ask people who are familiar with your study programme and field of work in Belgium for advice and find reliable information on that subject.