**PE portfolio form 2025**

Please review the NBA PE Manual thoroughly before completing this form! The “PE Portfolio Manual” can be downloaded at <https://nba.nl/pe>.

| **Name** |  |  |
| --- | --- | --- |
| **Function***State your job title(s) and the roles you fulfill.* |  |  |

| **Steps 1 to 3 = Action Plan***Deadline Action Plan March 31, 2025**(you can of course supplement or change your plan of action after this date)* | **Step 4 + 5 = Reflection***Deadline Reflection January 31, 2026**(you must issue a PE compliance statement in your my-NBA environment by that date)* |
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| 1. **What are your activities and what should they yield?**
 | 1. **What learning goals do you have for each activity for the coming year?**
 | 1. **Which PE activities will you carry out in the context of the formulated learning objectives?**
 | 1. **How did you work on the learning objectives?**
 | 1. **What learning outcomes have you achieved?**
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| *Describe activities/tasks and what you are responsible for, now or in the future.**Describe the tasks as specifically as possible and indicate what results are expected of you. If necessary, also state the standards from legislation and regulations that the results must meet.**Limit yourself to the activities and associated results that lead to a learning objective. It is therefore not necessary to describe all your activities and results.* | *Formulate your learning objective(s).**What do you intend to acquire in the coming year in terms of professional knowledge, skills and attitude?**The NBA advises you to formulate SMART learning goals. SMART formulated learning objectives are* ***S*** *pecific,* ***M*** *easurable,* ***A*** *cceptable,* ***R*** *ealistic and* ***T*** *ime-bound (for more explanation, see the PE Manual at* [*h*](https://nba.nl/pe)[*ttps:// nba.nl/pe*](https://nba.nl/pe) *).* | *What learning activities do you plan to undertake to work on your learning goals?**What will you do to work on your learning goals? You can use many different learning activities for this: courses, e-learning, intervision, coaching processes, shadowing an experienced colleague, etc.* | *What learning activities have you undertaken this year?**Describe which learning activities you actually undertook during the year to work on your learning goals.**Make sure you demonstrate that you have undertaken the learning activity. For example, by sharing a conversation report, proof of participation, PowerPoint or proof of registration. You can also demonstrate in your reflection report that you have undertaken the learning activity.* | *Describe what you have learned and how you apply it in your professional practice.**Evaluate your Action Plan: what knowledge, skills and/or attitude have you acquired or honed this year and what do you notice in your professional practice of your professional development?**For each learning objective, sketch a (simulated) professional practice situation in which you have applied what you have learned. Reflect on this and indicate why you come to the conclusion that you have achieved the learning objective or not.**The NBA advises you to use a proven reflection method such as STARR or Korthagen (for more explanation, see the PE Manual at* [*https://nba.nl/pe*](https://nba.nl/pe) *).* |
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| *If you have not paid attention to professional topics in your permanent education, you are requested to explain this here. You can also include an explanation here if you have had to deal with special circumstances (e.g. long-term illness, maternity leave) during the year as a result of which you were able to perform fewer PE activities. We strongly request that you do not describe medical data in your PE portfolio in connection with the General Data Protection Regulation (GDPR).* |