

Work Placement Logbook

HJ4W 34

LEARNER NAME

CLASS

LECTURER

PLACEMENT PROVIDER

Contents

Swot Analysis

Goal Setting

Personal Objectives

Work Place Contract

Organisational Structure

Personal Log

CPD record

Supervisor Evaluation Report

Self-Evaluation

Portfolio Checklist

**A SWOT analysis (strengths, weaknesses, opportunities and threats) in preparation for the work placement:**

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| --- | --- |
| ♦  | **Strengths** — list the characteristics that allow you to take advantage of opportunities or reduce the impact of barriers.  |
| ♦  | **Weaknesses** — list characteristics that could stand in the way of you taking advantage of opportunities or that could stand in the way of aspects which would reduce the impact of barriers.  |
| ♦  | **Opportunities** — list factors which allow you to take action to develop your strengths and overcome barriers.  |
| ♦  | **Threats** — list factors that stand in the way of **progressing** your **strengths** and **opportunities**.  |

A **SWOT** analysis allows you to view all the **factors** affecting your ***‘Personal Development’*** at this **point in time**. This should give you a **solid base** from which to formulate your **Short, Medium** and **Long Term Goals** and your***‘SMART’*** **Objectives** in **Preparation** for the work placement.

**Please complete at least 3 entries for each box.**

|  |  |
| --- | --- |
| **Strengths** * I am a good ‘***communicator***.’
* My *‘****organisational******skills’*** are very well developed.
* I am *‘****Pro-active’*** and Prepare *‘****well in advance’*** for each of my coaching sessions.
* I am eager to learn and ***develop*** my ***knowledge*** to ‘***further’*** my coaching career.

 | **Weaknesses** * I need to improve my *‘****interpersonal skills’*** and how I interact with other people.
* I tend to *‘****ramble’*** on when ***‘explaining details’*** of what the students need to do to ***‘complete’*** a task.
* I find that I am *‘****anxious’*** when I work with ***‘large groups’*** of students.
* When *‘****observing’*** students I find it *‘****difficult’***to *‘****isolate’*** the ***‘problem’*** of *‘****why’*** they are ***‘not completing’*** the *‘****skill’*** successfully in order to give the appropriate ***‘Coaching Point(s)’***
 |
| **Opportunities**  * It would be *‘****beneficial’*** for me to *‘****watch’*** a ***‘more experienced’*** coach/teacher and establish how they *‘****communicate’*** with groups.
* Ask my ***‘Teaching Mentor’*** to watch one of my coaching sessions and *‘****evaluate’*** my ***‘Lesson Plan & Performance’***
* To get additional coaching experience I intend to *‘****volunteer’***to work with the ***‘lunch-time’*** Table Tennis Club.’
* I would like the opportunity to ***‘Team Teach’***with a more experienced member of staff.

           | **Threats** * It may be difficult to ***‘co-ordinate’*** my placement timetable in order to *‘****watch’***other more experienced coaches/teachers.
* The *‘****expectations’*** that I have will not be *‘****realised’*** or *‘****achieved’*** on the Workplace Experience Placement.
* The facilities and ‘***equipment’*** will not be sufficient to allow me to ‘***maximise’*** my teaching Eg: (limited *‘****volleyballs’*** which does not allow ***‘a ball between two’*** when working in a primary school environment – restricting the number of ***‘touches’*** pupils will get in each lesson.
 |

**Short term; medium term and long term goals including SMART objectives** You need to be **realistic** when **setting goals** and **personal objectives** and it is a good idea to think about your **short term; medium term** and **long term goals** and from this to identify *‘****specific personal objectives’*** within a **timeframe**. If at the end of the process you have a clear idea of what you want to do and what you can achieve realistically at the next stage, then you will have been successful in this process. However, you may decide that what you planned has **‘not worked’** out and you may need to ‘*re-evaluate*’ your whole experience but this is what the whole process is about.

You can use the following template to identify your **goals** and your perso**nal objectives** and it will help you to achieve them if you make them SMART.

**Specific; Measurable; Achievable; Realistic and Time bound and ask yourself:**

**Specific:** are my **objective**(s) clear? Do I know what I **need to do** to **achieve** them?

**Measurable:** can I measure my **progress** and **how** will I do this?

**Achievable**: are my objectives **realistic** with the **time** and **resources** available to me?

**Relevant:** are my objectives **relevant** to the **goals I set?** Do they take me **towards** my chosen **career** path?

**Time bound**: is there a clear **timescale** and how will I **monitor** my **progress** along the way?

**Please provide at least two goals per section**

**Date:**

|  |  |
| --- | --- |
| **Short term goal**  | * To establish contact with my ***placement supervisor*** and **identify** my ***responsibilities*** and ***duties*** within the department.
* ***Familiarise*** myself with ***all groups*** I will be working with **throughout** the week, including the ***numbers*** of ***students*** and any ***special circumstances*** which may ***impact*** on the ***lesson*** and ***facilities*** required.
* Make a point of introducing ***myself*** to all ***staff*** and ***support* *staff*** who I expect to make ***contact*** with in the coming ***weeks/months****.*

 |
| **Medium term goal**  | * Identify areas of ***teaching*** which I feel may require to be ***developed*** as far as ***Continuous Professional Development (CPD)*** is concerned
* ***Increase*** the ***amount*** and ***variety*** of ***teaching*** that I can experience whilst working on my placement. (teaching ***different***sports)
* To ***experience*** teaching ***‘all parts’*** of the lesson, in ***‘isolation’*** of the **whole** lesson plan. (***Eg: Warm-up; Skills Practice; Conditioned Game; and Warm-Down.)***

 |
| **Long term goal**  | * To improve my ***‘communication’*** skills, especially my ability to be **concise** and **specific** in what is required to ***‘complete’*** the **skill**.
* To be able to **assemble** the ***‘component parts’*** of a **lesson plan** and teach the ***‘complete’*** lesson (***Eg: Warm-up; Skills Practice; Conditioned Game; and Warm-Down.)*** to a class group
* To improve my ***‘confidence’*** and ***capability*** to ***organise*** and ***control*** an ***S1 class*** of ***‘mixed ability’*** students.
* Be able to ***‘referee a game’*** in a ***‘specific sport’*** and feel ***confident*** that I have ***knowledge*** to do so.
* To improve my ***‘observational skills’*** which will allow me the ***‘opportunity’*** to establish ***‘specific coaching points’*** enabling me to ***‘improve the standard’*** of skill being **‘*achieved’*** by ***individual*** players.

 |

### Personal objectives

When setting your ‘***personal objectives’*** think about the short, medium and long term goals that you have set.

How are you going to **measure** your progress?

How are you going to **achieve** it?

Is your objective **realistic?**

What is the **timeframe** and how will you **monitor** your **progress** along the way?

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| --- |
| **Specific objective 1:** * I would like to feel *‘****more confident’*** when working with **large groups** of children. I find that my *‘****organisational skills’*** are lacking and **under pressure** with **large groups,** especially when I have to accommodate***odd numbers*** or I need to ***change*** at **s*hort notice***because of *‘class absence’*makes me feel *anxious*.
 |
| **Specific objective 2:** * I need to ***develop*** my ***knowledge*** and ***understanding*** by reading ***‘around the activities/sports’*** I am teaching. This will ***improve*** my ***knowledge*** and allow me to ***communicate*** with students by using appropriate ***‘coaching points’***when developing their ***coaching skills.***
 |
| **Specific objective 3:** * I feel that my *‘****confidence’*** is diminished when I teach with large groups of students. I need to develop my ***‘organisational skills’*** to *‘****improve’*** my ‘***confidence***,’ since I will know ***‘exactly’*** what I want to do in respect of the *‘****lesson plan’*** and how I will ‘***implement’***this into my ***‘lesson plan structure.’*** my ‘***confidence***’ will also be *‘****enhanced’*** if I *‘****rehearse’*** the lesson plan ***‘prior*’** to working with the group.
 |

### Work Placement Contract

It is important that you talk to the work placement provider about the **length of the placement** and the kind of **tasks** you want to be able to do to **help support** you to **achieve your goals** and your **specific objectives**.

You may wish to consider **evidence of communication** with the **work placement** provider, eg **emails; letter; minute of a meeting to confirm the details** of the **contract** and the **negotiation** of your **role, responsibilities** and **tasks**.

The evidence you must provide must cover the **headings** given in the following **template** work **placement contract**.

|  |
| --- |
| **Name of placement organisation:** **T**he workplace experience will take place at Springburn Leisure Centre commencing on the 25th March 2019. |
| **Address:** Springburn Leisure Centre,10 Kay Street, Springburn, Glasgow G21 1JY |
| **Contact number:** 0141-276-1690 |
| **Placement supervisor:** My Placement Supervisor is Brendan Wishart who is the Sports Supervisor.  |
| **Name of assessor:** I will be working with a variety of members of staff including the following:* Wilma Sheridan
* Andrew Boyle
* Liam Mc Glynn

 |
| **Agreed duration/mode of attendance (day/half day/shifts/evening):** I will be working *‘flexible hours’* throughout the week, including the following:* Monday 3.00pm – 4.00pm
* Wednesday 6.00 pm – 7.00pm
* Friday 1.00 pm – 2.00 pm

 |
| **Job role:*** Assistant Sports Coach & Pool Attendant

 **Agreed responsibilities:** * To liaise with staff in a supporting role and work with a variety of groups in a sporting environment.
* Participate in *‘****Team Teaching’*** in order to improve knowledge and understanding of the ***‘Coaching Process.’***
* Be proactive and engage in your own development by liaising with staff and developing your knowledge and skills through Continuous Professional Development (CPD)

 |
| **Development needs identified:** Be proactive and engage in your own development by liaising with staff and developing your knowledge and skills through Continuous Professional Development (CPD |
| **Tasks to be undertaken whilst on placement:** * Complete your logbook on a daily basis. The logbook should be an ***‘accurate summary*’** of *‘****all that has taken place****’* during that particular day and you should be encouraged to ***‘write more rather than less’****.*
* Familiarise yourself with all practical areas; equipment; health & safety; attending staff meetings; and generally integrating into the normal operation of the department/centre etc…
* It is expected that individuals should display an attitude of ***‘proactivity****’* and willingness to participate in activities *‘****outwith’*** their ***‘normal remit.’***Eg: (being involved in ***lunchtime/after school activities/ additional training courses etc…)***
* Any other duties that are deemed to be ***appropriate*** by your supervisor

  |
| **Learner Signature: Peter Anthony Devine**  |
| **Placement Supervisor signature: Brendan Wishart**  |
| **Assessor Signature: Wilma Sheridan**  |
| **Date: 27th May 2019** |

Provide a **DIAGRAM** of the *‘****Organisational******Structure’*** of the **work placement.**

Give a *‘****short explanation’*** of your *‘****placement role’*** within the organisation and **how** this will **support** you in your potential *‘****career pathway****.’*

Basically what you have to do in this position, is ***identify*** how completing your placement will ‘***impact’*** upon what you would ***like to do*** in the future.

So for example, working in a sporting environment as a student of ***‘sports coaching’*** will allow you to get a wide ***‘range of experiences,’*** by working with ***‘knowledgeable’*** staff. The ***‘experience’***of different staff will allow you to *‘****engage’***in a ***‘wide variety’*** of sport and fitness activities.

You will also get ***‘first-hand’*** experience of working in the ‘***area’*** in which you hopefully will ***‘progress’*** to in the near future.

Working in a sporting environment will ***‘highlight areas’*** within activities which need to be ***‘developed’*** through ***‘additional’*** coaching courses. It is imperative that all individuals ‘***keep updating’*** their qualifications as ***‘coaching techniques’*** constantly ***‘change***’ and ***‘innovate.’***

It is also very important that all ***‘potential coaches’*** get the opportunity to ***‘communicate’*** and ***‘integrate’*** with ***‘experienced coaches’*** as ***‘part’*** of a coaching team. This will allow inexperienced coaches the chance to ***‘view and reflect’*** how experienced coaches ***‘conduct their sessions’*** successfully by ***‘watching better coaches coach.’***

|  |  |  |
| --- | --- | --- |
| Activity: | Date: | Duration: |
| Tasks completed: |  |
| Reflection(Minimum of 150 words) This must include examples of:* How you have developed good working relationships.
* Challenges encountered and how these were overcome.
* Adherence to policies/legislations appropriate to the work.
 |  |

Work Placement Log – please complete **one** entry **per** date.

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* Challenges encountered and how these were overcome.
* Adherence to policies/legislations appropriate to the work.
 |  |

Record of Training/CPD

Please complete one of these for every **training/CPD** that you undertake.

|  |
| --- |
| **Details of event/training session attended:**     |
| **Date of activity:**  |
| **What did you do that contributes to your CPD?**   |
| **How does this activity link to the goals and the objectives you set for yourself?**   |
| **What have you learned from doing this activity?**   |

Personal Development Review Meeting

|  |  |
| --- | --- |
| PDR meeting date: | 27th “ay 2019 |
| Attendees: |  frank welsh and  |
| Summary of Discussion:This should include discussions around the **extent** to which **objectives** have been **met**, **experiences on placement** and any **CPD completed**.I think that I **achieved most** of my **objective** in so much as I would like:  |
| Agreed action points:Identify a **minimum** of **3** **action points** for **future development**. This could include further **placements** or **training** opportunities. |
| Placement supervisor/assessor signature: |  |
| Date completed: |  |

Supervisor Evaluation Report

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **RATING** | **COMMENTS** |
| **EXCELLENT** | **GOOD** | **FAIR** | **POOR** |
| ATTENDANCE |  |  |  |  |  |
| APROPRIATE CONTACT MADE IN ABSENCE |  |  |  |  |  |
| PUNCTUALITY |  |  |  |  |  |
| APPEARANCE |  |  |  |  |  |
| COMETENCE |  |  |  |  |  |
| DEPENDABILITY |  |  |  |  |  |
| FLEXIBILITY |  |  |  |  |  |
| PROFESSIONALISM |  |  |  |  |  |
| ORGANISATIONAL SKILLS |  |  |  |  |  |
| RELATIONSHIP WITH FELLOW STAFF |  |  |  |  |  |
| RELATIONSHIP WITH CLIENTS |  |  |  |  |  |
| EVIDENCE OF DIARY LOGINS |  |  |  |  |  |
| OVERALL RATING |  |  |  |  |  |
| AT LEAST 20 HOURS COACHING / ASSISTING | ACHIEVED NOT ACHEIVED |  |

OTHER COMMENTS

LEARNER SIGNATURE DATE

PLACEMENT SUPERVISOR DATE

In order to **complete** the **unit,** you must **complete** the **following**:

|  |
| --- |
| **Outcome 1** |
| Completion of **SWOT** analysis. |  |
| **Upload** your **first CV** to **Moodle**. |  |
| **Short, medium** and **long term goals**. |  |
| **SMART** objectives. |  |
| **‘Working Contract’** including agreement of **roles** and **responsibilities**. |  |
| **Outcome 2** |
| **Visual** presentation of **organisation structure.**  |  |
| An **explanation** of the **role** **within** the **organisation** and potential **career** pathways. |  |
| **A fully completed logbook**. |  |
| A completed **CPD log** with a **minimum** of **one** event.  |  |
| **Participation** in a personal development/career review **meeting**  |  |
| **Outcome 3** |
| A **1000-word report** submitted to **Moodle**, which will cover the following topics.♦ **Self-evaluation** report for the work experience. The report must include **analysis** and **justification** of the **findings**.♦ A **review** of the ***‘personal goals’*** and **SMART** **objectives** set in relation to future **personal** and **career** progression. ♦ Inclusions on the completion of the **CPD log** and the **PDR** (Personal Development Review). |  |
| **Upload** your **final CV** to **Moodle**.  |  |