

Work Placement Logbook

HJ4W 34

LEARNER NAME

CLASS

LECTURER

PLACEMENT PROVIDER

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

|  |  |
| --- | --- |
| ♦ | 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 basis 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** | **Weaknesses** |
| **Opportunities** | **Threats** |

**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 personal 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** |  |
| **Medium term goal** |  |
| **Long term goal** |  |

### 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?

|  |
| --- |
| **Specific objective 1:** |
| **Specific objective 2:** |
| **Specific objective 3:** |

### 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:** |
| **Address:** |
| **Contact number:** |
| **Placement supervisor:** |
| **Name of assessor:** |
| **Agreed duration/mode of attendance (day/half day/shifts/evening):** |
| **Job role:**      **Agreed responsibilities:** |
| **Development needs identified:** |
| **Tasks to be undertaken whilst on placement:** |
| **Learner signature:** |
| **Placement supervisor signature:** |
| **Assessor signature:** |
| **Date:** |

Provide a diagram of the organisational and business structure of the organisation.

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

|  |  |  |
| --- | --- | --- |
| 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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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: |  | |
| Attendees: |  | |
| Summary of Discussion:  This should include discussions around the extent to which objectives have been met, experiences on placement and any CPD completed. | | |
| 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 LOGGINS |  |  |  |  |  |
| 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. |  |