Work Experience with Personal Development Planning

Module Handbook

2014-2015

Module BRM 5032

Contact Details

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Work Placement Team
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Email: csmworkplacements@cardiffmet.ac.uk
www.cardiffmet.ac.uk/csmworkplacements

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1. Introduction to the Work Experience and Personal Development Planning (PDP2) Module, BRM5032

The module consists of:

- A work placement (minimum 20 days)
- A practice application for a ‘real’ graduate job
- A short presentation
- Development of a CV

Section 3 outlines the Aims, Learning Outcomes and Assessment Methods for the module.

Placement Duration and Timing

This handbook relates to the module BRM5032 - Work Experience with Personal Development Planning.

The duration of the (usually) unpaid work experience is for a minimum of 20 days, which will normally be undertaken during term-time of your second year. It may also take place during the summer vacation between years one and two (by prior arrangement only).

However, you may only commence this module once you have successfully passed your first year of study (Level 4) and have been allowed to progress to your second year (Level 5). The placement may not commence before the beginning of July to ensure you have complied with all academic requirements, as otherwise you would be undertaking a second year module in advance of the commencement of your second year of study.

You should discuss and agree start and end dates for your placement with the Work Placement Team.

You will have timetabled sessions during Term 1 with a PDP Tutor to cover the PDP elements of the module (WRIT2 and WRIT3). The Employability Presentation (part of WRIT2) will be scheduled in Term 2.
2. Before you begin your placement

Before beginning your placement you must complete the following processes so that the Work Placement Team is aware of your placement and how you intend to fulfil the module requirements. Copies of the forms are available as Appendices D, E, and F.

- **Questionnaire (Appendix D)**
  Complete and return the Questionnaire to the Work Placement Team so that we are aware of your current contact details.

- **Learning Undertaking (Appendix E)**
  Read, sign and return a copy of the Learning Undertaking. This outlines your obligation to the work placement process and the requirement to behave in a professional manner.

- **Health & Safety Awareness Pre-Work Placement Test - Mandatory**
  **BEFORE beginning your placement you MUST complete and pass an on-line Health & Safety test.**

  The Health & Safety Awareness Pre-Work Placement Training module is available through Blackboard and is a mandatory requirement of the placement module.

  You will be enrolled onto the H&S module when you return your completed Questionnaire to the Work Placement Team (see above)

  You are required to read the Course Content within the Module Documents of the H&S module and then take the 20 question Multiple Choice Test. You should achieve a minimum pass mark of 15/20 (150/200). If you do not, you may re-take the test as many times as you need until this mark is achieved.

  Whilst out on placement you have a responsibility to ensure at all times that you are diligent in the way you act and behave, so as not to cause danger to yourself or others who operate under the control of the placement provider.
• **Student Placement Approval Form and Health & Safety Checklist (Appendix F)**

Both you and the employer must complete, sign and return the Student Placement Approval Form and Health & Safety Checklist (Appendix F). We require a named placement provider and his/her contact details. The employer is also required to complete and sign the Health & Safety Checklist.

*This form should be returned to the Work Placements Team BEFORE the start of the placement, or as near to the start date as is reasonably practicable.*

Cardiff School of Management has a moral and legal duty of care for its students which must continue to be exercised, as far as is reasonably practicable, when students are on work placements with external providers. Before approving a placement the CSM is required to assess the safety environment into which the student is to be sent, to ensure that placement providers are fully aware of their safety responsibilities to the student while on placement with them. The assessment of the safety of the working environment of your placement is made through the completion of this Health & Safety checklist.

**Certificate of Employer's Liability Insurance**

The CSM only require a copy of this certificate if the company has 10 or fewer employees. If this is the case please ask your provider for a copy of this certificate.

***IMPORTANT NOTE***

• You MUST complete the Health & Safety Training as described above, **AND**

• return the *Learning Undertaking*, **AND**

• *return the Student Placement Approval Form and H&S Checklist.*

Without these three mandatory requirements, your placement will NOT be valid and you will FAIL the module.

If any details of your placement provider change while the placement is underway please inform the Work Placement Team immediately.
Additional information for International Students

For those students subject to immigration restrictions, your ability to work will depend on the conditions written on your student visa. Requirements change on a regular basis; we therefore recommend that you access the UK Border Agency Website for further details (www.ukba.homeoffice.gov.uk)

If additional clarification is required the Cardiff Met International Office can be contacted on: international@cardiffmet.ac.uk

Students with Disabilities

Meeting with the Cardiff Metropolitan University Disability Service

Students with a disability are strongly advised to meet with an adviser from the Cardiff Met Disability Services to gain the maximum benefit from their placement disability@cardiffmet.ac.uk.

Areas where help can be offered include:

- How to disclose a disability to prospective placement providers
- Discussing additional equipment needs/adaptations required with placement providers
- Negotiating reasonable adjustments whilst on placement
- Accessing financial assistance for any additional equipment required during a placement

Diversity and Equal Opportunities Policy

CSM Work Placement adheres to the Cardiff Met Equal Opportunities Policy Statement and recognises that discrimination is unacceptable in any form and is committed to equality of opportunity for staff and students in all aspects of its activities as an employer, a provider of Higher Education and as a community resource.
3. Overall Aims, Learning Outcomes and Assessment Methods

**Overall Aims**

The aims of the Work Experience with Personal Development Planning module can be summarised as follows:

- Enable students to develop a greater understanding of the world of work, through which students will be able to develop their problem-solving, self-analytical, self-reflection, interpersonal and communication skills by drawing on the experience of a workplace setting.
- Enhance student’s awareness of the requirements of future career options and how to plan to meet these.
- Provide authentic learning situations in which students articulate their skills, attributes, knowledge and experience in written form and verbally within a framework of employer requirements.

**Learning Outcomes**

Upon satisfactory completion of this module, the student should be able to:

- Analyse the organisation’s structure, determining strengths and weaknesses and reflecting upon the application of theory to work based projects;
- Evaluate their personal contribution to the organisation via the completion of a project or primary research;
- Describe the skills gained through the work placement and their transferability to other employment, their programme of study and life situations. Demonstrate both the process and outcomes of reflection through the use of a Reflective Log, and produce a report reflecting upon the completion of a project or primary research which also enables demonstration of the learning which has taken place throughout the work experience;
- (For the PDP2 elements) Articulate, through a presentation and practice application, research undertaken into the requirements of a specific career path and evidence of current strengths, development areas and plans in relation to graduate skills, attributes and work experience.
**Assessment**

During the module you are required to complete the following assessments as defined in the Module Descriptor (see Appendix A). In the assessed work you will need to demonstrate that you have achieved the required Learning Outcomes.

<table>
<thead>
<tr>
<th>Assessment Methods</th>
<th>Duration/Length of Assessment</th>
<th>Weighting of Assessment</th>
<th>Approximate Date of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Placement:</strong> WRIT1 - Project Report</td>
<td>2500 words plus 5 Reflective Logs evidencing a minimum of 20 days placement</td>
<td>70%</td>
<td>November 2014 or May 2015 (depending on when placement completed)</td>
</tr>
<tr>
<td><strong>PDP 2:</strong> WRIT2 - Application</td>
<td>Covering Letter Application Form 15 minute Employability Presentation</td>
<td>20%</td>
<td>Term 1 – 30/10/14 Term 1 – 27/11/14 Presentation dates in Term 2 to be confirmed by your PDP2 tutor</td>
</tr>
<tr>
<td><strong>PDP 2:</strong> WRIT3 - CV</td>
<td>650 words equivalent (excluding personal contact details)</td>
<td>10%</td>
<td>Term 1 – 30/10/14</td>
</tr>
</tbody>
</table>
4. Assessment Tasks for BRM5032

**Work Placement: WRIT1 - Assessment Methods** (70% of the Total Module mark)

The outcome of your work placement experience will be assessed through your Work Placement Project Report and your Reflective Log. The following notes give direction on how to structure your report and what is expected from your Reflective Log. Please note that WRIT 1 consists of two parts:

**Part One - Work Placement Project Report**

The work placement **Project Report** should be a maximum of 2500 words (excluding the Reflective Log and Appendices), fully Harvard referenced, and must be submitted through Turnitin with a hard copy to the I-Zone no later than 7th May 2015.

**NOTE** - If you have completed your minimum of 20 days’ work placement over the summer of 2014, you will be required to submit your report by 20th November 2014.

In your report, you are required to reflect on your placement experiences and the outcome of your project or work experience. You are asked to evaluate your personal and professional development, and to include reflection on the impact the work placement experience may have on your future career plans. In addition you will analyse the functional areas of the organisation you have been working with, managerial activities and the details of any individual projects you have been set and how these have been achieved. This report will assess the achievement of the learning outcomes detailed in the Module Descriptor (see Appendix A).

For full details of the Report Structure and Assessment Sheet, see Appendix C.

**Part Two - Reflective Log**

During your placement, you are required to maintain four Reflective Logs, recorded within the BRM5032 module in Blackboard (no specific word count). The logs are private to you but will be accessed by your placement tutor for marking and feedback. To help you with the process of reflecting upon your placement, there are a series of questions within the logs
that you are required to complete, encompassing your placement experience. You are also required to complete a Transferable Skills and Attributes Audit, to reflect on and evaluate your performance in the workplace and demonstrate self-awareness.

There is no requirement to print out the logs as they will be accessed on-line. Please ensure that you keep your log up to date whilst on placement.

The log format will enable you to look back at your time spent in your placement and how you have progressed. At all times you should have reflected on how your placement experience has gone, how this has developed over a period of time, what you have learnt and how, and on a personal basis, you have changed and developed.

You will be required to reflect on the process of maintaining the Reflective Log within your Project Report, and how you used the log to support the content of your report.

**PDP2: WRIT2 (weighting 20%) and WRIT3 (weighting 10%) Assessment Methods**

In term one you are required to complete a practice application [CV, Covering Letter and (short) Application form] for a ‘real’ graduate-level job, having selected one that most appeals to you from those that are provided in the Job Details folder in the Blackboard module (see PDP2 area of menu bar).

E-lessons on: Planning your Career, CV writing and Application forms are provided in the Blackboard module. These contain examples and film (see PDP2 area of menu bar).

In term two you are required to design and deliver a 10 minute, 6-slide presentation entitled: Me and My Future Professional Career. There are two e-lessons to guide you through this process, again with examples of what is required on the slides. The content of your practice applications will feed into your presentations.

Your PDP2 tutors will also support you in group briefings as well as during your individual meetings.

All the resources you will need to complete these PDP2 assignments can be found in the PDP2 area of the module on Blackboard.
**Assessment Criteria**

The Assessment Criteria for *Work Experience* (WRIT1) can be found in Appendix B, and the Report Structure and Assessment Sheet in Appendix C.

For **PDP2** (WRIT 2 and WRIT 3), see the Assessment details folder in the PDP2 area of the Blackboard module.

**Support and Guidance for Assessments**

Please note that CSM Personal Tutors are able to assist and give guidance on Harvard referencing, report writing and reflective thinking/writing.

**How to submit**

For **WRIT1** (Work Experience), your report must be submitted electronically through Turnitin, and in paper form to the I-Zone, Llandaff Campus, by the date required and published on Blackboard.

Assignments for **WRIT2** and **WRIT 3 (PDP2)**, including your presentation PowerPoint slides, need to be loaded into your e-portfolio by the above deadlines. Feedback will be given for these by your PDP2 tutor.

Other circumstances - plagiarism/unfair means/late submissions/mitigating circumstances/ extensions requests and absence with good cause. As with all your assessments the normal Cardiff Met regulations will apply to all the above categories. Further information can be found at

[http://www3.uwic.ac.uk/English/registry/academic_handbook/Documents/AH1_05_01E.pdf](http://www3.uwic.ac.uk/English/registry/academic_handbook/Documents/AH1_05_01E.pdf)
5. Support and Monitoring

During your work placement you will be monitored and supported by your Placement Tutor.

For the WRIT2 and WRIT 3 assessments, your PDP2 Tutor will provide individual and group support (see PDP2 timetable for terms 1 and 2 in the PDP2 area of the Blackboard module).

Placement Tutors’ role:

You will be allocated a placement tutor as close to the beginning of your placement as possible. The role of the placement tutor will be as follows:

- Your placement tutor will be responsible for reading and commenting upon your Reflective Log. He/she will offer guidance on the reflective nature of the log entries;
- He/she will be available to respond to additional email enquiries about the placement itself and academic issues that arise from the work experience and/or project you are undertaking;
- They may also advise you in the preparation of the final report on your placement experience;
- If you experience any difficulties with your placement please contact your tutor immediately. Do not wait until a problem has escalated before seeking help and guidance;
- Finally he/she will be responsible for marking both the Reflective Logs and the placement report.

Work Placement Team

The Work Placement Team will be your first point of contact for any administrative queries or issues during your placement.

Please contact the Team if you are in need of particular support or guidance and we will do our utmost to help with any issues as they arise.
Placement Provider

Where practicable, the Work Placement Team will email a courtesy letter to your placement provider, along with an electronic copy of the ‘Work Placements – A Brief Guide for Employers’ brochure.

Your placement provider may obtain a copy of the full CSM Placement Providers Handbook from the Work Placement Team so that they may be fully briefed on the placement in terms of their role as your provider and the assessment criteria. If appropriate the provider may seek to provide a designated placement mentor for you while you are on placement. The role of any mentor may be to supply the following:

- To be your first point of contact and to help you understand the business/organisation
- To help you in your role, and to mentor you in the skills you will need and how best to develop them.

It may also be helpful to arrange regular short meetings with your mentor throughout your placement, if appropriate.

6. Questions and concerns

If you feel while on placement that there is anything jeopardising your learning opportunity please notify your Placement Tutor and the Work Placement Team. We are here to support you as much as we can.

For PDP2 elements (WRIT 2 and WRIT 3), please contact your PDP2 tutor
Appendix A

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Module Number</th>
<th>JACS Subject Code(s) and % of each subject</th>
<th>ASC Category(ies)</th>
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<tr>
<td>Work Experience with Personal Development Planning</td>
<td>BRM5032</td>
<td>JACS N100</td>
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<th>Level (3 - 8)</th>
<th>Credits</th>
<th>ECTS Credit</th>
<th>Module Value</th>
<th>% Taught in Welsh</th>
<th>Module Type</th>
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<td>10</td>
<td>5</td>
<td>1.0</td>
<td>0</td>
<td>Experiential Learning</td>
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</table>

**Teaching Period**

Terms 1, 2 and 3

**Pre-requisites**

None

**Module Leaders**

David Lloyd, Natalie Hughes

Cardiff School of Management

Llandaff

**Assessment Methods**

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Duration/Length of Assessment</th>
<th>Weighting of Assessment</th>
<th>Approximate Date of Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRIT1 - Project Report</td>
<td>2500 words plus 5 reflective Logs evidencing a minimum of 20 days placement</td>
<td>70%</td>
<td>Term 1 or Term 2 (dependent on timing of placement)</td>
</tr>
<tr>
<td>WRIT2 - Application</td>
<td>Covering Letter Application Form 15 minute Employability Presentation</td>
<td>20%</td>
<td>Covering letter Application form -October Presentation -November Presentation -March</td>
</tr>
<tr>
<td>WRIT3 - CV</td>
<td>650 words equivalent (excluding personal contact details)</td>
<td>10%</td>
<td>-October</td>
</tr>
</tbody>
</table>

**Aim(s)**

The aim of this module is to:

• Enable students to develop a greater understanding of the world of work, through which students will be able to develop their problem-solving, self-analytical, self-reflection, interpersonal and communication skills by drawing on the experience of a workplace setting.

• Enhance student's awareness of the requirements of future career options and how to plan to meet these.

• Provide authentic learning situations in which students articulate their skills, attributes, knowledge and experience in written form and verbally within a framework of employer requirements.

**Learning Outcomes**

Upon satisfactory completion of this module, the student should be able to:

• Analyse the organisation's structure, determining strengths and weaknesses and reflecting upon the application of theory to work based projects;

• Evaluate their personal contribution to the organisation via the completion of a project or primary research;

• Describe the skills gained through the work placement and their transferability to other employment, their programme of study and life situations. Demonstrate both the process and outcomes of reflection through the use of a reflective log, and produce a report reflecting upon the completion of a project or primary research which also enables demonstration of the learning which has taken place throughout the
- Articulate, through a presentation and practice application, research undertaken into the requirements of a specific career path and evidence of current strengths, development areas and plans in relation to graduate skills, attributes and work experience.

### Learning and Teaching Delivery Methods

- Preparatory workshops/lectures/tutorials - 20 hours
- Independent Study: 80 hours
  - Total 100 hours
- The student must undertake a work placement of a minimum of 20 days
- Blackboard - a reflective log must be maintained for this module (confidential to student and tutor).

### Indicative Content

- Evaluation of the culture of the organisation
- Negotiating tasks, duties and responsibilities within a working environment
- Understanding the roles and duties of operative, supervisory and managerial staff
- Observe and understand theoretical principles as applied in the workplace
- Develop common, personal and social skills, and the understanding of ethical issues
- Students are expected to perform routine work consistent with that which they aspire to on successful completion of their programme of study and to engage in a pre-defined work based project or research tailored to meet the needs of the organisation.
- Research into potential career paths to evaluate requirements
- Articulate evidence of current levels of skills, attributes, knowledge and work experience in a practice application (CV, Covering Letter and [short] Application form) for a specific graduate role
- Verbal articulation, by means of a short presentation, of evidence of career path research, current strengths, development areas and plan for preparing for a graduate role

### Required Reading

- Durrant, A. Rhodes, G. and Young, D. (2011) Getting started with University-level work based learning, Libri Publishing
- Four Personal Development Planning e-lessons on: Planning Your Career, CVs and Covering Letters, Application Forms and Presentation Skills

### Recommended Reading

- Institute of Management, (1999), *Personal Effectiveness and career development*, Hodder & Stoughton

### Access to Specialist Requirements

None
### Appendix B  
**Assessment Criteria – WRIT1**

<table>
<thead>
<tr>
<th>% Mark / Grade</th>
<th>Description</th>
</tr>
</thead>
</table>
| **70 and above**  | Demonstrates a full and detailed understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at an excellent level. The standard of presentation is high and the format appropriate.  
The student is able to comment perceptively and with insight on the relationship between theory and practice. Exhibits an ability to undertake detailed analysis and critical enquiry by making excellent use of a number of appropriate techniques.  
There is strong evidence that the student is able to reflect effectively on her/his own practice. Critical evaluation of the student's own work and/or professional practice is highly perceptive and there is a full awareness of the implications for future development. |
| **60 – 69**  | Shows a full understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at a good level. Work is well presented and the format appropriate.  
Indicates an ability to undertake detailed analysis and critical enquiry relevant to the task/discipline by making use of appropriate techniques and has considerable success in presenting and commenting on outcomes. There is some linkage between theory and practice.  
Demonstrates an ability to engage in reflective practice and to take account of personal evaluations when planning for future development. |
| **50 - 59**  | Exhibits a secure understanding of the set task and an ability to have met the associated learning outcomes and address the assessment criteria at a satisfactory level. Overall, the structure and format of the work are appropriate. There may be occasional faults in the presentation of work (e.g. inaccuracies in syntax, spelling and punctuation in written work) but overall, these do not detract from the clarity of expression.  
Indicates an ability to utilise some techniques to undertake analysis and enquiry relevant to the task/discipline and generally has success in presenting and commenting on outcomes.  
Demonstrates, at times, an ability to critically evaluate and reflect although there may be some over-reliance on description and factual presentation. There is some evidence of the student's ability to evaluate and reflect on her/his own practice but reflections may lack insight and the implications for future development may be underestimated. |
| **40 – 49**  | Shows a basic understanding of the set task and an ability to have met the associated learning outcomes and address the assessment criteria at a threshold level. Generally, the work is appropriately structured although key points may not be logically sequenced. Although there will be faults in the presentation of work (e.g. inaccuracies in syntax, spelling and punctuation in written work), generally, the meaning is still clear.  
Demonstrates an ability to undertake some limited analysis and enquiry relevant to the task/discipline and has intermittent success in presenting and commenting on outcomes.  
Exhibits a limited ability to critically evaluate and reflect. Although some critical reflection is evident, the balance within the work is likely to be in favour of description and factual presentation. There is some evidence of the student's ability to evaluate and reflect on her/his own practice although reflections may be limited and superficial with little consideration of their relevance for future development. |
| **Below 40**  | Partial or minimal understanding of the set task and an ability to have met some of the associated learning outcomes at a basic level. However, attainment is uneven with some learning outcomes not met and some assessment criteria unaddressed.  
Frequent faults in the presentation of work (e.g. inaccurate syntax, spelling and punctuation in written work) and significant difficulties in its structure and organisation detract from the clarity and meaning overall.  
Demonstrates little evidence of being able to undertake enquiry and analysis relevant to the task/discipline. Self-evaluation and reflections on her/his own practice are negligible or absent. |

*Summarised from the Band Descriptors identified in the Cardiff Metropolitan University Academic Handbook 2013/14 – volume 1 - 04.3 – Guidance on Assessment Marking – modified 20/01/14*
Appendix C

WRIT1 Report Structure and Assessment Sheet

Please follow this Report Structure, paying close attention to the allocation of marks for each section (shown as a percentage).

<table>
<thead>
<tr>
<th>Overall Report Presentation</th>
<th>5%</th>
</tr>
</thead>
</table>

You will be marked for overall presentation of your report, formatting, spelling and grammar so it is important to follow these guidelines:

- Front/Cover Page - must show your Name, Student Number, Programme of study, Module Number and Title, Placement Provider Name and date of report.

- Include a Contents Page which clearly shows the sections of the report and associated page numbers. (Each page of the report must show your Student Name, Student Number and must be numbered).

- The report can be written in first person as you will be writing a personal account of your time in placement and reflecting on the skills learned.

- Use the font Arial 12 with 1.5 line spacing.

- Each section of the report should be numbered as per the Report Structure, and on a new page with the heading in Arial 12 Bold.

- Academic References (minimum of 5). Any theory should be correctly referenced using the Harvard Referencing system. (See Personal Tutors for a referencing guide if you do not already have one).
1. Introduction  5%

The introduction should clearly describe where and with whom the placement took place, what the placement organisation does, a brief history, number of employees, etc.

2. Nature of the Role within the Organisation(s)  5%

This section should clearly describe your role and the nature of your work during the placement. Outline any responsibilities and tasks associated with your role, and give details of any projects that may have been allocated to you during that time.

3. The Organisation(s) and Recommendations  20%

You should reflect on the work placement organisation(s), making appropriate references to supporting academic literature. Conduct a SWOT analysis on the organisation. (10%)

Make appropriate recommendations based on your analysis of the organisation. (The actual SWOT analysis is to be attached as an appendix at the back of the report, and you should discuss it in this section). (10%)

4. Reference to Reflective Log  5%

Within your report, you should make reference to the requirement to maintain a Reflective Log and briefly how you went about this, reflecting on the process and how you used the logs to support any reflection on your skills/attributes/attitudes. (The Reflective Log itself will be marked separately through Blackboard – see Assessment Sheet on page 20. Please note this represents 10% of your total report mark).

5. Reflection on Skills Development  30%

You should write in a reflective and critical manner, identifying new skills and experiences acquired during the placement, along with any existing skills that were developed further as a result of your placement. (10%)

Identify any gaps in your skills, knowledge or experience. Discuss how you might address these issues and suggest appropriate strategies to manage these. Conduct a personal
SWOT Analysis to help analyse your skills, knowledge or experience. (The SWOT analysis is to be attached as an appendix and discussed in this section). (15%)  

Support your writing with evidence through specific actions undertaken during the placement and, where appropriate, make reference to learning theories such as Gibbs’ Model of Reflection or Kolb. (5%)  
There are a number of websites that can help you with this. Cumbria University has also produced a useful guide:  
http://www.cumbria.ac.uk/Public/LISS/Documents/skillsatcumbria/ReflectiveCycleGibbs.pdf

6. Conclusions 15%  
You should provide a key summary of your placement(s), highlighting key achievements and learning experiences and personal development as a consequence of your placement. Reflect on how your experiences may have impacted on your career goals and what you have learned about yourself. (10%)  
You should also discuss how your work benefitted the organisation(s) you were placed with. You should aim to make your reflection critical in nature and relate it to academic theory where appropriate. (5%)  

References (not part of the word count) 5%  
Minimum of 5 references, using the Harvard system. 
It is important that, throughout your report, you seek to bring aspects of your academic learning to support any arguments or discussion regarding your input and the outcomes from the work experience process.

Appendices (if appropriate) - not part of the word count
# Assessment Sheet for WRIT1 - Project Report and Reflective Log

**Student Name:...........................................Student Number:.........................................................**

<table>
<thead>
<tr>
<th><strong>Mark</strong></th>
<th><strong>Feedback/Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Introduction</strong></td>
<td>5</td>
</tr>
<tr>
<td>2. <strong>Nature of the Role within the Organisation(s)</strong></td>
<td>5</td>
</tr>
</tbody>
</table>
| 3. **The Organisation(s) and Recommendations**  
Reflect on placement organisation, referencing supporting academic literature. SWOT Analysis of organisation.  
Make appropriate recommendations to the organisation based on analysis. | 10 |
| | 10 |
| 4. **Reference to Reflective Log** | 5 |
| 5. **Reflection on Skills Development**  
Identify new skills and experiences, and development of existing skills.  
Discuss how gaps in skills, knowledge or experience might be addressed and suggest appropriate strategies to manage this.  
Personal SWOT analysis.  
Appropriate reference to learning theories | 10 |
| | 15 |
| | 5 |
| 6. **Conclusions**  
Highlight key achievements, learning experiences, personal development, impact on career goals.  
Reflect on these achievements from the organisation's point of view and how they have benefitted. | 10 |
| | 5 |
| **References** | 5 |
| **Overall Report Presentation** | 5 |
| **Reflective Log – viewed on Blackboard** | 10 |
| **TOTAL** | 100 |

**Tutor Name:**  
**Tutor Signature:**  
**Date:**

**General Comments:**
Appendix D

☐ H&S Training completed ☐ Learning Undertaking ☐ Approval Form/H&S Checklist

Reminders sent: __________ __________ __________ BCM __________

Work Placement Team Comments:

---

QUESTONNAIRE

FULL NAME

STUDENT NUMBER

COURSE

MOBILE NUMBER

ADDITIONAL CONTACT NUMBER

PERSONAL EMAIL ADDRESS

TERMTIME ADDRESS

including postcode

HOME ADDRESS

including postcode

PTO
Questionnaire (contd.)

1. Thinking about your work placement, how will you travel there?
   a) My own car/motorbike
   b) Public transport

2. Are you presently working? YES / NO
   If yes, where and what is your role/job function?

3. Do you have any previous work experience, of more than a month's duration?
   YES / NO
   If YES, briefly describe it here:

4. Thinking about your University course and looking ahead to your work placement, what areas of employment are you interested in? (e.g. HRM, IT, Marketing, Finance, Tourism, Events, Hospitality, etc)

When completed, return this questionnaire to the Work Placement Team in Room O0.12.
Professional Development Programme for Work Placement

Learning Undertaking

<table>
<thead>
<tr>
<th>Student Name</th>
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<table>
<thead>
<tr>
<th>Student Number</th>
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<table>
<thead>
<tr>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Module Number</th>
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</table>

In undertaking the Professional Development Programme for Work Placement at the Cardiff School of Management, you are starting the process of preparing for employment and you will be expected to demonstrate a commitment and professional approach to your work placement provider at all times.

The Work Placement Team at the Cardiff School of Management will provide you with support to allow you to successfully complete this academic module, but you must play your part. Employers will offer you a placement if they believe you can be of value to their organisation. The benefit of gaining a placement will improve your employability skills and future career prospects along with providing you with knowledge and understanding which can be applied to your academic learning.
To maximise this opportunity we require that you agree to fulfil the following commitments for your Work Placement:

- Complete and return all the relevant documentation for the Work Placement Team including the Placement Approval Form and Health & Safety Checklist, ensuring it has been completed and signed by the placement provider.
- Complete and pass (at 75%) the on-line Health & Safety test through your Blackboard account before beginning your work placement
- The University, the placement provider and you the student have equal responsibility in ensuring that the risk from any aspect of work place hazards is minimised at all times. By signing this undertaking, you the student, are accepting your responsibility to ensure that you fully appreciate the importance of being aware at all times of potential Health & Safety hazards
- Maintain a Reflective Log in Blackboard throughout the placement period
- Undertake to keep the Work Placement team informed of any changes or issues throughout the placement period
- Present yourself and behave in a professional manner in the work place, at all times

In return for your commitment the CSM Work Placement Team will provide the following:

- Help and assistance with all the paperwork requirements for the module
- You will be supplied with the name of an academic tutor for this module who will be able to give feedback on your Reflective Logs and review your progress while you are out on placement
- If required, in pursuit of a placement, offer advice on the appropriateness of your CV, interview techniques and assistance with a range of possible placement opportunities

In signing this Learning Undertaking you confirm that you agree to all of the above terms.

Student Signature……………………………………………………………

Date………………………………………………………………………

![Cardiff School of Management Work Placements](cardiffmet.ac.uk/csmworkplacements)
# Appendix F

## STUDENT PLACEMENT APPROVAL FORM and HEALTH & SAFETY CHECKLIST

<table>
<thead>
<tr>
<th>Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
</tr>
<tr>
<td>Student Number:</td>
</tr>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>Contact Telephone Number:</td>
</tr>
<tr>
<td>Student Signature**:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Placement Provider Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Provider:</td>
</tr>
<tr>
<td>Address, including postcode:</td>
</tr>
<tr>
<td>Main Tel No:</td>
</tr>
<tr>
<td>Contact Name &amp; Department:</td>
</tr>
<tr>
<td>Direct Tel No (if known):</td>
</tr>
<tr>
<td>email (if known):</td>
</tr>
<tr>
<td>Provider Signature**:</td>
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<tr>
<td>Date:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Information about the placement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title / Project:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Start Date:</td>
</tr>
<tr>
<td>Proposed End Date:</td>
</tr>
</tbody>
</table>

**Must be completed**
# HEALTH & SAFETY CHECKLIST

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has your organisation registered with either the Health and Safety Executive or the Local Authority in your area?</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Do you have a written Health &amp; Safety Policy?</td>
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<tr>
<td>3</td>
<td>Do you have a policy regarding health and safety training for people working in your undertaking, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for placement students?</td>
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<tr>
<td>4</td>
<td>Insurance:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Do you hold Employer and Public Liability Insurance?</td>
<td></td>
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<td></td>
<td>b) Will your insurance cover any liability incurred by a placement student as a result of his/her duties as an employee?</td>
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<tr>
<td>5</td>
<td>Risk Assessment:</td>
<td></td>
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<tr>
<td></td>
<td>a) Have you carried out risk assessment of your work practices to identify possible risks whether to your own employees or to others within your undertaking?</td>
<td></td>
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<td></td>
<td>b) Are risk assessments kept under regular review?</td>
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<td></td>
<td>c) Are the results of risk assessment implemented?</td>
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<tr>
<td>6</td>
<td>Accidents and Incidents:</td>
<td></td>
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<tr>
<td></td>
<td>a) Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR and other legislation?</td>
<td></td>
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<td></td>
<td>b) Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?</td>
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<tr>
<td></td>
<td>c) Will you report to the Cardiff School of Management all recorded accidents involving placement students?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Will you report to the Cardiff School of Management any sickness involving placement students which may be attributable to work?</td>
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</tbody>
</table>

The above statements are true to the best of my knowledge and belief.

Signed: **_____________________________________________________________

Position: __________________________________________________________

Date: _____________________________________________________________

Contact Personnel - Who is your nominated contact for compliance with the requirements of health and safety legislation?

Name and Position: _______________________________________________

Tel No: _______________________ Email address: _______________________

**Must be completed