**NATIONAL COLLEGE OF IRELAND**

**Work Placement Final Report**

Name:

Student ID:

Course:

Date:

**Introduction**

This report underlines the objectives of my work placement in \_\_\_\_\_\_\_\_\_\_\_ and the experience I have gained throughout the placement. The report follows the standard guidelines provided by National College of Ireland

This report is a summary of \_\_\_\_\_\_\_\_\_\_months I worked with \_\_\_\_\_\_\_\_during the period \_\_\_\_\_\_\_\_\_

At the end of my report I have outlined my opinion of the work placement and any recommendations for future work placements

My monthly reports are attached at the end of this document

**DECLARATION BY THE STUDENT**

**Module: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I wish to submit my Industrial Work Placement Final Report, I submit this documentation in accordance with the requirements of the B.Sc. in Computing / B.Sc. in Business Information Systems.

I certify that all information submitted with this claim is an accurate description of my learning experience on the Industrial Placement module

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TABLE OF CONTENTS**

1. **SETTING THE CONTEXT**

Name and nature of the host company

Length of placement

Nature of the work placement

Name of workplace supervisor(s)

Name of National College of Ireland supervisor

1. **ORGANISATION PROFILE**

Role, Function and mission statement of company

Brief history of company

1. **DESCRIPTION OF DUTES UNDERTAKEN,**

Summary of projects completed

Technical/business experience acquired.

1. **ACCOUNT OF ACTUAL WORK EXPERIENCE**

Initial expectations and anticipated outcome

Actual Outcomes

Lessons Learnt

Responsibility

Training Courses attended

1. **PERSONAL PROFILE AND RELEVANCE TO THE COMPANY**

What dimension did the student bring to the work placement?

What benefits did the student derive from the work placement?

Did the placement assist the student in terms of future career planning?

1. **ATTAINMENT OF THE LEARNING OBJECTIVES OF INDUSTRIAL PLACEMENT**

Statement of the Learning Objectives

Assessment of the degree to which the objectives were attained

Additional learning outcomes achieved

1. **REFLECTION ON CURRICULAR RELATED ISSUES**

Reflections on the synergy between the work experience and the B.Sc, in Software Systems / Business Information Systems

Did the placement contribute to the choice of the final year project?

1. **CONCLUSIONS**

Individual thoughts on the overall experience

Recommendations about future work placements

**APPENDICES**

Curriculum Vitae of the student

Monthly Learning Reports

Record of courses attended or skill certifications attained during the Industrial Placement Programme

Student Self-Assessment Evaluation

## 

## Student self-assessment evaluation

**Student's Surname:**

**Forename(s):**

**Study Area:**

**Student I.D. No:**

**Company name :**

**Ratings explained:**

5 Excellent Always demonstrates this ability/consistently exceeds expectations

4 Good Usually demonstrates this ability/sometimes exceeds expectations

3 Fair Sometimes demonstrates this ability/ meets expectations

2 Poor Seldom demonstrates this ability/rarely meets expectations

1 Unsatisfactory Never demonstrates this ability/does not meet expectations

**JOB DESCRIPTION: Assessment of performance in aspects of job as given in Placement Agreement.**

**Please rate your performance in each area by entering a number (1-5) in each box:**

If you have not performed any of the duties listed, indicate using N/A (not applicable).

|  |  |
| --- | --- |
| **DUTY** | **Rating** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Other: not specified in job description but undertaken whilst on placement (please indicate): |  |

**Employability Skills:**

Looking back on your work experiences and learning from them is important in building up a greater self-awareness of the strengths and weaknesses in your skills-set. This assessment will assist you later in successfully projecting yourself at interviews. Please indicate in the form below the standard to which you feel you have developed each skill during your work placement

Please rate your employability skills by entering a number (1-5) in each box:

Employability Skills:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Ability to Learn** | | | | | | | | | | | |
|  | a | Asks pertinent and purposeful questions | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | b | Seeks out opportunities and utilises appropriate resources | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | c | Accepts responsibility for mistakes and learns from experiences | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | d | Seeks feedback on personal development from colleagues | [5] | | [4] | | [3] | | [2] | | [1] | |
|  |  | | | | | | | | | | | |
| **2** | **Reading/Writing/Communication Skills** | | | | | | | | | | | |
|  | a | Reads/Comprehends/Follows written materials | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | b | Communicates ideas and concepts clearly in writing | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | c | Works within procedures appropriate to the job | [5] | | [4] | | [3] | | [2] | | [1] | |
|  |  |  |  | |  | |  | |  | |  | |
| **3** | **Listening and Oral Communications Skills** | | | | | | | | | | | |
|  | a | Listens to others in an effective and attentive manner | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | b | Effectively participates in meetings and/or group settings | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | c | Demonstrates effective verbal communication skills | [5] | | [4] | | [3] | | [2] | | [1] | |
|  |  |  |  | |  | |  | |  | |  | |
| **4** | **Creative Thinking and Problem Solving Skills** | | | | | | | | | | | |
|  | a | Breaks down complex tasks/problems into manageable pieces | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | b | Brainstorms/develops options and ideas | [5] | | [4] | | [3] | | [2] | | [1] | |
|  | c | Demonstrates an analytical capacity | [5] | | [4] | | [3] | | [2] | | [1] | |
|  |  |  |  | |  | |  | |  | |  | |
| **5** | Professional and Career Development Skills | | | | | | | | | | | |
|  | a | Exhibits a self-motivated approach to work | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | b | Demonstrates ability to set appropriate priorities/goals | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | c | Exhibits professional behaviour and attitude | | [5] | | [4] | | [3] | | [2] | | [1] |
|  |  |  | |  | |  | |  | |  | |  |
| **6** | **Interpersonal and Teamwork skills** | | | | | | | | | | | |
|  | a | Manages and resolves conflict in an effective manner | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | b | Supports and contributes to a team atmosphere | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | c | Demonstrates assertive but appropriate behaviour | | [5] | | [4] | | [3] | | [2] | | [1] |
|  |  |  | |  | |  | |  | |  | |  |
| **7** | Organisational Effectiveness Skills | | | | | | | | | | | |
|  | a | Seeks to understand and support the organisations mission/goals | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | b | Fits in with the norms and expectations in the organisation | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | c | Works within appropriate decision-making channels | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | d | Is sensitive to organisational politics | | [5] | | [4] | | [3] | | [2] | | [1] |
|  |  | | | | | | | | | | | |
| **8** | **Basic Work Habits** | | | | | | | | | | | |
|  | a | Reports to work as scheduled and on time | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | b | Exhibits a positive and constructive attitude | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | c | Dress and appearance are appropriate for this organisation | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | d | Is clear about what the organisation expects | | [5] | | [4] | | [3] | | [2] | | [1] |
|  |  | | | | | | | | | | | |
| **9** | **Cultural Adaptation (International placements only)** | | | | | | | | | | | |
|  | a | Is conscious of different cultural values | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | b | Is sensitive to others with different cultural backgrounds | | [5] | | [4] | | [3] | | [2] | | [1] |
|  | c | Uses the working environment to extend his level of cultural awareness | | [5] | | [4] | | [3] | | [2] | | [1] |

**ACADEMIC REQUIREMENTS:**

**Please indicate your status with respect to each of the following elements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Completion of work-based learning elements | [5] | [4] | [3] | [2] | [1] |

**GENERAL FEEDBACK/COMMENTS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is the work challenging? | [5] | [4] | [3] | [2] | [1] |
| Is there appropriate support/supervision? | [5] | [4] | [3] | [2] | [1] |
| Are there well defined work targets to be achieved/projects to be completed | [5] | [4] | [3] | [2] | [1] |
| Career Goals – is the placement helping to clarify career objectives | [5] | [4] | [3] | [2] | [1] |

* Would you consider that this has been a successful placement, both from a Company and Student point of view? – Explain in terms of how you have both benefited from the placement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* How do you feel this placement will benefit you in the future

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Do you have any suggestions for other student placements of this kind in the future?

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**Student’s Signature: Date:**

**Title/Position:**

**Telephone:**