

PLACEMENT JOURNAL

You are required to maintain a Placement Journal which should be completed regularly (weekly) online in Recruit.

The Placement Journal provides a record of the experiences that you have gained and the learning that you have achieved. It will be a valuable resource for you in the preparation of your Placement Report.

It will be inspected by your Academic Visitor at, or prior to, each visit, and by the assessor of your Placement Report. Your journal will be used as an evidence source to corroborate:

- your achievement of the Placement Competencies
- claims that you make in your Placement Report

Failure to maintain a satisfactory journal may therefore impair your performance in these components of your assessment.

As this is a record of your work and learning experience, it should include

- notes and observations on the work you have done
- reflections on the skills, knowledge, understanding and experience you have acquired

Your journal should include details of all aspects of the placement including, but not necessarily limited to, the following:

- technical issues
- business issues
- social, legal & ethical issues
- industrial relations
- management practices

You are advised to ensure that details of a technical nature comply with the organisation's policy and practice on confidentiality; company material may only be included if explicit permission has been given.

Your journal should be maintained within Recruit, <https://recruit.ulster.ac.uk/> which has been configured for you. See below details of how to make these entries.

- Begin making entries in your journal at the beginning of your placement.
- Make approximately one entry each week until your placement is over.

Journal entries will vary in length depending on many factors. For example:

- Descriptions of new experiences should be fully detailed.
- Descriptions of routine tasks might be briefly noted.
- Reflections on your learning might not occur in every entry but when they do, they might require a lengthier treatment

You may write in an informal style, but it should be understandable by a broad audience, including your assessors.

As a rough guide, you should expect to write 100-250 words each week - with shorter entries being balanced by longer ones.

MAINTAINING JOURNAL ENTRIES ON RECRUIT

1. Login to Recruit, select 'Year Long Placements', then 'Submissions'.

Student Home Part-Time & Summer Jobs **Year Long Placements** Graduate Opportunities Employability Portal

Year Long Placements Placement Team Resources Downloads Placement Details Health And Safety **Submissions** Help

Placement Submissions For [REDACTED]

Use this section to upload the coursework, required by your faculty team.

Placement Journal Upload Placement Report

No uploaded placement coursework was found.
Upload buttons for your placement visit submissions will become available, when your faculty team schedule a visit.
Use the appropriate Upload buttons, above to make your submissions.

2. Next select 'Placement Journal' option

Student Home Part-Time & Summer Jobs **Year Long Placements** Graduate Opportunities Employability Portal

Year Long Placements Placement Team Resources Downloads Placement Details Health And Safety **Submissions** Help

Placement Journal For [REDACTED]

Use this section to upload Placement Journal entries reflecting the personal and professional experiences that you acquire, during your year-long placement.
Note, journal entries can be edited, or deleted, only for 24 hours, after upload.

Back To Submissions Journal Entry

No placement journal entries were found, for you. Use the Journal Entry button above to add to your placement journal.

3. Journal entries can be edited for 24 hours to allow for corrections. Please ensure journal entries are formatted appropriately and are between 100-500 words each week.

Student Home Part-Time & Summer Jobs **Year Long Placements** Graduate Opportunities Employability Portal

Year Long Placements Placement Team Resources Downloads Placement Details Health And Safety **Submissions** Help

Add A Placement Journal Entry

Cancel

*Title

[REDACTED]

*Personal And Professional Experience

[REDACTED]

Save

* = Required field!