

# Placement Report Information

You are required to submit a Placement Report, which describes the total placement experience. You should express yourself freely about how the placement met or did not meet your expectations. A few details could be included of the social aspect of the experience and anything else that will give tutors, and students who may follow a good picture of the placement.

Your report should include an updated *CV* and a *Placement Snapshot* as appendices.

The submission date is normally during the first week of June. This date will be emailed to your university email during semester two.

## Placement Report

Within the Downloads section of Recruit, you will find the Placement Report Template and the Assessment Criteria Grid which gives guidance on the content and structure of the report. Length is approximately 3000 words (excluding appendices and plagiarism statement) Use the template supplied. Report markers will be instructed that students should **not** benefit from being over the limit compared to those that have stuck to the limit. Being able to effectively write a concise report is a key employability skill so effectively you may be marked lower for not being able to be concise. *(Note the marking scheme for the report refers to cases of "Submission instructions not followed.")*

Your Placement Report must be verified by your employer to certify that it is an accurate account of your placement. The employer may also want to ensure that the report does not include any sensitive or confidential information. When you submit the report for verification your employer will email Maggie Rafferty [mm.rafferty@ulster.ac.uk](mailto:mm.rafferty@ulster.ac.uk) indicating whether or not they are happy with report content. You are responsible for ensuring that your employer is provided with your report in good time and the subsequent upload to Recruit is before the deadline. Academic staff are responsible for assessing your Placement Report.

## Placement Snapshot

Within the Downloads section of Recruit, you will find the Placement Snapshot which needs to be included as an appendix in your Placement Report. PlacementSnapshot will be made available to future students.

## Updated CV

Your CV should be updated to reflect your placement experience and be no more than 2 A4sides. This needs to be included as an appendix to your Placement Report.

**Please note that only ONE single pdf can be uploaded to Recruit so the Placement Snapshot and CV must be included in the appendices to the Report.**