

**Placement / International**

**Study Handbook**

**IXD306 Placement /   
AAD324 International Academic Studies**

resulting in a

**DIPLOMA IN PROFESSIONAL PRACTICE (DPP)**

**OR**

**DIPLOMA IN PROFESSIONAL PRACTICE INTERNATIONAL (DPPI)**

**BDes Hons Interaction Design**

resulting in a

**DIPLOMA IN INTERNATIONAL ACADEMIC STUDIES (DIAS)**

**Useful names and contacts:**

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**Introduction to Placement.**

As part of your studies on the BDes Hons Interaction Design course you are offered the opportunity to undertake a period of placement, where you will be studying or broadening your experience in either a professional/industrial situation or undertaking academic studies in another institution.

These opportunities are highly recommended as they help you grow and mature, learn new skills and experience new cultures, all of which change your approach to your work, your life and your future.

Placement can be taken either through undertaking:

**DPP/DPPI**

**or**

**DIAS**

The **DPP** is a Diploma in Professional Practice and is undertaken between your 2nd and 3rd years of study.

The **DPPI** is a Diploma in Professional Practice International is undertaken between your 2nd and 3rd years of study and in a country outside the UK, but within the EU.

The **DIAS** is a Diploma in Academic Studies and is taken between your 2nd and 3rd years of study.

(Each of these opportunities are discussed in depth later in this document as are shorter placements that you can undertake.)

It is proven that students who undertake a period of placement during their academic studies at the University go on to be more successful in their future career development.

Whether it is through the DPP/DPPI or the DIAS you will experience exciting new opportunities, potentially see a different part of the world, experience a new culture, learn new skills, embrace business skills, make new connections, all of which should be seized and built upon as you move into your final year and on into your career.

The diplomas are awarded in addition to your degree and this additionality makes you very attractive when it comes to the employability market. Being able to demonstrate the aims and objectives of either diploma will make you stand out from the crowd.

**Module: Placement**

**Resulting in**

**Diploma in Professional Practice - DPP/DPPI**

**Introduction**

Within the Belfast School of Art students are offered, on the BA/BDes Hons Courses, the opportunity to extend their studies by taking an additional academic year in professional or industrial practice either within the UK or further afield. Placement is an optional module of study within your course. It is a continuous period of work (between 25 - 48 weeks duration) under supervision from the employing organisation and the University. Placement occurs during the penultimate year of a degree course and must be completed by 10 August to allow entry to the final year.

**Aims**

The aim of your placement experience is to:

* + Allow you to develop work-based skills of communication, team working, problem solving and decision-making.
  + Enable you to expand your portfolio through creative and professional practice.
  + Allow you to consolidate, complement and extend your undergraduate experience.
  + Give you the opportunity of experiencing professional practice in your chosen discipline.
  + Provide the opportunity for you to focus on your career aspirations.
  + Provide a suitable work-based learning partnership between the employer and the

University.

**Objectives**

All placements have a common set of objectives which:

* + Develop your communication, team working, problem solving, and decision-making.
  + Develop your creativity and professional practice.
  + Consolidate, complement and extend the undergraduate programmes of the School.
  + Enhance your awareness of the work environment in both a professional and social context.
  + Assist you to assess and develop your career pathway.
  + Maintain and develop links between the University, employing organisations and the community.

**Progression to Industrial Placement**

The placement option is open to all BDes and BA Hons students, however, candidates must be in good academic standing before commencing the placement period. It is the responsibility of each student to co-operate fully with their Placement Tutor to obtain a placement appropriate to his or her career aspirations. The Course Director and the Placement Tutor must initially approve all placements, before formal acceptance.

**Placement Preparation**

* + During Semester One, Level 5, a short meeting to introduce Placement to the student cohort occurs.
  + A Placement seminar led by the Course Placement Tutor exposes students to the relevance and significance of Placement within their course of study. A presentation by Final Year students, who have successfully completed their various placements will provide further insight into placement opportunities.
  + C.V. preparation.
  + Submission of student C.V. to the Placement Tutor.
  + Tutorials to discuss areas of interest, location, possible companies etc.
  + Portfolio preparation with advice from course staff.

(The portfolio should contain evidence of your creative ability and varied design skills and all work must be professionally presented and in a logical order.)

* + Placement Interviews.

It is important to note that all students who are successful in securing placement must notify the placement tutor Paul McCormack and the Course Director at the earliest opportunity.

**Placement in BDes Hons Interaction Design**

**IXD 306 Placement / AAD324 International Academic Studies**

**[DPP/DPPI]**

**RATIONALE**

This optional module provides an opportunity for students to gain first hand practical experience within a professional environment prior to their final year of study. This module integrates education with the creative industries. It provides students with a range of experiences and skills relative to their practice, future career and professional development. The module is designed to facilitate opportunities for students to interpret and practice their academic knowledge, develop personal, transferrable, professional and entrepreneurial skills and develop a knowledge and understanding of the role of the practitioner within the creative industries.

**AIMS**

The aim of the Placement [DPP/DPPI] module is to:

* Enhance a student‘s awareness in a professional and social context of the workplace
* Consolidate, complement and extend a student‘s academic programme of study
* Develop personal and professional skills that will contribute towards a student‘s employability

**LEARNING OUTCOMES**

A successful student will be able to:

KNOWLEDGE AND UNDERSTANDING

K1 Demonstrate increased knowledge of their chosen discipline area.

K2 Understand the value of professional experience in a creative context.

K3 Demonstrate a comprehension of the methods, procedures and processes utilised within the workplace.

K4 Understand the changing employment landscape and the opportunities available for graduate designer-makers in professional practice.

INTELLECTUAL QUALITIES

I1 Demonstrate the ability to put theory into practice in the world of work, taking account of industry procedures and commercial constraints, through creative, practical resolutions.

I2 Critically reflect on their performance whilst working and learning independently, to analyse their own personal strengths and weaknesses and formulate strategies for improvement.

PROFESSIONAL / PRACTICAL SKILLS

P1 Utilise information technology to acquire, design and use existing technologies.

P2 Demonstrate enhanced employability skills gained through professional advice and the placement experience.

P3 Demonstrate improved communication skills developed through professional interaction in the workplace.

TRANSFERABLE SKILLS

T1 Communicate effectively providing information in an appropriate form that demonstrates analysis, argument and commentary. To include appropriate acknowledgement and referencing of sources.

T2 Effectively work with others within the concept of a team.

T3 Demonstrate organisational and time management skills.

T4 Appreciate the importance of continuing professional development in support of long term career management.

**CONTENT**

The student will gain professional experience in a creative environment as part of a team in an industrial or commercial context, or workshop/studio/community or curatorial context. There will be clear direction given by the Placement Tutor and Placement Partner to allow the student to fulfill a self-directed programme of work, which will be continually monitored by the Industrial Supervisor and periodically by the Visiting Academic Tutor. Preparation for placement is delivered during Level 5 in order to develop reflective learning skills to enhance the quality of learning from work experience.

**TEACHING AND LEARNING METHODS**

It is recognised that placement is a tripartite agreement that places responsibilities on the University, the Placement Partner, and the student. The University acknowledges that the personal and professional development of the student is due to the input that the Placement Partner and Creative Industries makes, and is a significant contribution to the student‘s learning experience. Lectures will be delivered by the Placement Tutor and guest speakers to include Public and Private Sector professionals, Ulster University Career Development staff and post-placement students. Seminars/workshops will ensure students can recognise and develop their individual skills sets. They will also contribute towards a supplementary employability award delivered by UU Career Development Centre. Tutorials will provide the opportunity to discuss placement preparation and progress. Practical exercises e.g. mock interviews will provide students with the opportunity to gain realistic and valuable experience that will help secure a placement position. Students will be directed to read widely in appropriate subject areas.

Blended Learning: the module includes on-line elements.

**ASSESSMENT**

The placement year is assessed for the award Diploma in Professional Practice (DPP) or Diploma in Professional Practice (DPPI) International. The student‘s progress is continually monitored and assessed by the Industrial Supervisor and periodically by the Visiting Academic Tutor.

**Course Work 1:** An ongoing logbook or blog that records the students experience during placement, supported by a final written report (Minimum 2000 words) that clearly demonstrates a reflection on the student’s individual experience. 60%

**Course Work 2:** A report from the Placement Partner on the student‘s performance. 20%

**Course Work 3:** Placement oral presentation (with University Staff) which contains practical work completed during the placement period. 20%

100% Coursework

**READING LIST** As the purpose of the module is to develop a self-directed programme of practice–led research in a professional environment appropriate reading will be recommended by staff at regular intervals.

**Recommended Reading**

Corfield, R (2007) Preparing the Perfect CV: Make a great impression and get the job you want (4th Edition).

Kogan Page Deluca, J.M. & Lees, J. (2008) Job Interviews: Top answers to tough questions. 2 edition London: McGraw-Hill Professional

Fanthome, C (2004) Work Placements - A Survival Guide for Students, Palgrave

Macmillan

Lees, J (2008) How to get a Job you‘ll Love. Mc Graw Hill

Longson, S. (2008) Making Work Experience Count. Oxford, How To Books

Nelson Bolles, R. (2010) What Colour Is Your Parachute? A Practical Manual for Job- Hunters and Career-Changers. Ten Speed Press.

Taylor, D. (2009) How to get a job in a recession. Brook House Press. Krannich C & R (2007) Win the Interview Win the Job. Impact Publications

**Recommended References Websites:**

Career Development Centre: <http://careers.ulster.ac.uk>

Ulster GradNAV: [http://gradnav.ulster.ac.u](http://gradnav.ulster.ac.uk)k - vacancies in Northern Ireland and

Republic of Ireland, with links to other graduate websites

PDSystem: <http://pds.ulster.ac.uk>

The Windmills Virtual Career Coach: http://www.windmillsprogramme.com/

The Professional and Career Enhancement System (PACE): http://pace.ulster.ac.uk

Additional Publications available at the Career Development Centre:

• Prospects Work Experience

• Target Work Experience

• GradIreland Work Experience

• CDC Action Planning Guide for 1st / 2nd Year students

• CDC Starting Points Series on placement and work experience

**Placement Responsibilities**

Three parties, working together, ensure the success of a work-based placement. They are; you the student, a nominated member from the employing company, and a placement tutor nominated by, and representing, the Course. Each party has a separate, but connected, set of responsibilities, which must be adhered to in order to make placement a successful learning experience. Supervision is the responsibility of the Employer and the University. The responsibilities of each party are listed below.

It is important to understand that the placement experience is likely to be very intense and the host company will expect a responsible attitude showing enthusiasm and a willingness to learn, in addition to making a worthwhile contribution to the company.

**You**

You are responsible for your own development throughout the placement year. In all cases a learning contract is agreed. This contract is drawn up between your employer and your Placement Tutor to ensure that your experience is appropriate and that all parties agree to the terms and conditions.. You should be prepared for what is usually a very intense, but enjoyable experience. You should hold a professional and responsible attitude to your work and your employer - this will be expected by all parties. You must also show enthusiasm and a willingness to learn, in addition to making a worthwhile contribution. During the placement period you will be subject to the terms and conditions of the employing organisation. If any problems arise you **must** notify your Placement Tutor.

**The Employer**

Prior to the student undertaking placement, an industrial supervisor is nominated to monitor the student's progress in the work place. Around this time a provisionally agreed learning contract is formulated. This will then be agreed by all parties, taking into consideration any amendments that may be necessary. The employer will provide a ‘Letter of Offer’ and will treat you as a normal employee and statuary contributions will be deducted from your salary (PAYE and National Insurance). The employing organisation will sign and return a copy of the Employer’s Declaration prior to the commencement of the placement (see Appendix One).

The employer will facilitate at least two academic visits and the work supervisor should be available for consultation at those times. Your employer will be encouraged to fully integrate you into their organisation. If significant problems arise during the placement the Industrial Supervisor will normally contact the Placement Tutor.

**The University**

The University is represented by the Course Placement Tutor, who is responsible for overseeing the establishment, preparation, arrangement, progress and assessment of the paid placement year. The Placement Tutor will monitor the student’s progress through the academic visits and where necessary, telephone or email contacts. They also liaise directly with the industrial supervisor.

**Health and Safety**

The University has produced a Health and Safety booklet “Guidance Notes for Students on Placement”. This booklet and the Student Induction Checklist and Declaration can be accessed from :

<http://careers.ulster.ac.uk/employment_issues.php#heathandsafety>

Please read this carefully and become familiar with the contents. **The completed Induction Checklist and Declaration (see Appendix Two) must be returned to your Placement Tutor within 2 weeks of the commencement of placement.**

**Harassment and Bullying**

The University has a policy and procedure for dealing with complaints of harassment and bullying which applies to students while they are on placement. Whilst a student is on placement the University continues to have a duty of care towards them.

A student who feels they are being harassed or bullied whilst on placement may be able to make a complaint under the employer’s/placement organisation’s policies and/or the University’s.

**Examination and Assessment**

The student's progress will be continually monitored and assessed by the appointed Industrial Supervisor and will be monitored by the visiting Placement Tutor. The student will normally be visited on two occasions during the given academic year, normally one visit in each Semester [alternatives such as Skype or Facetime, may be used].

**Assessment**

You are assessed for the Diploma in Professional Practice or DPP [International] through three components. They are:

1 The 2000 word written report and logbook / blog

2 The Industrial Supervisor’s report and assessment

3 The formal presentation

**Assessment Breakdown**

The Industrial Supervisor will be required to submit a written report and assessment of the duties and tasks undertaken by the student. (Appendix Four)

**Student Submission**

The student will be required to submit the following on completion of the placement period and by a date dictated by the placement tutor:

• **Blog/ logbook** - This is a record of the student’s progress during Placement and must be kept on a regular basis. It should include evidence of self-reflection and evaluation. This blog/logbook will underpin the student’s placement report however there is no need to formalise this record and should be submitted ‘as is’. The placement tutor will monitor these throughout the placement.

**• Visual Material** - This will include examples of work undertaken by the student during the Placement (if appropriate slides/photographs may be presented in place of the original artwork). This will be included in the oral presentation.

• **Report** - This should give a concise account of the Placement, summarise the work undertaken and discuss their personal experience and development. The report must be word-processed and be a minimum 2,000 words (see Appendix Four)

• **Placement Oral Presentation**

The student will be required to give a short presentation (10 minutes) to a panel. Should a student require any visual aids, projector, video player etc. for PowerPoint or the equivalent for their interview, please let the placement tutor know prior to the event. This interview is to assess the student's experience, presentation and communication skills. (Appendix Five)

**Progression and Awards**

**A 40% mark is required to pass the Placement year and to progress to Level 6.**

**To gain the (DPP/DPPI) a minimum mark of 40% is required.**

**For the award of DPP/DPPI with Commendation a 60% mark is required.**

**For the award of DPP/DPPI with Distinction a 70% mark is required.**

**The DPP/DPPI** is only awarded to the student on the successful completion of their degree.

**Failure**

Candidates who fail to satisfy the Board of Examiners in the assessment of the Placement period may be permitted, at the discretion of the Board, to repeat on one occasion only the placement period in whole or in part or to repeat such assessment requirements as shall be prescribed by the Board of Examiners.

Candidates whose performance is unsatisfactory may be required by the decision of the Board of examiners to withdraw from their course with a lower award, students in this situation are not permitted to reapply to their course, within the next academic year.

**Illness and Other Extenuating Circumstances**

The Board of Examiners may, in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the placement assessment components, or whose results are substantially affected by illness or other sufficient cause, permit the candidate to take, complete or repeat the assessment at an approved subsequent date. University procedures for extenuating procedures, must be followed.

REPORT GUIDELINES

**The report needs to contain the following: (must be word processed and not to exceed 2000 words)**

• **Cover sheet**

The module code

Placement tutor name

Your name

Name of placement company

Your industrial supervisor name

• **Title**

The title should explain the content of the report, the authors name and the date.

• **Summary**

Synopsis or abstract - a succinct summary of the report.

• **Table of contents**

State what the report contains and where to find it. It is important to maintain uniformity between items in the table.

• **List of illustrations (if applicable)**

• **Introduction**

Rationale for placement selection, such as, why this company? this location, potential skill acquisition etc.

• **Main report**

Discuss the ‘what, the how’

What you were required to do, what was your role, the role of the company, what did you learn, what did you bring to the company

How did you do this, how did you get on in the team, communicate your ideas etc.

• **Conclusions and recommendations**

This section emphasises the overall experience. Reflect on your placement and any recommendations you feel could be of worth to the company.

• **Bibliography**

Sources of information must be cited in report.

• **Appendix**

Should contain relevant information that backs up your investigations e.g. (history of the company) which supplements information presented earlier in the report.

Illustrations in the appendix must be given titles, numbered in the numbering sequence of the main report, and listed in the illustrations.

A mention of formal thanks to the employers would be appreciated by all.

**Please note that this report must be word processed.**

**Module: International Academic Studies**

**Resulting in**

**Diploma in Academic Studies - DIAS**

**Introduction**

Within the Belfast School of Art students are offered, on the BA/BDes Hons Courses, the opportunity to extend their studies, by taking an additional **full** academic year within another international academic institution with whom we have an institutional agreement or is linked to the British Council.

An international perspective and an appreciation of social and economic issues are desirable qualities in any graduate and this module provides an opportunity to develop these qualities by undertaking an extended period of study with the University’ partners outside UK and Republic of Ireland. In addition to this a student gets to experience a new culture and learning environment and make new friends.

A student should consider this opportunity during their 2nd year on a degree programme and start planning for it from September of that year. There are forms to be completed and funding to be applied for all of which takes time. This placement occurs during the penultimate year of a degree course and must be completed by 10 August to allow entry to the final year.

**Aims**

The aim of the module is to enhance the student’s understanding of the academic discipline whilst absorbing experiences gained within another cultural and educational environment.

How it works.

* During Semester One Level 5, a meeting is held to introduce the variety of exchange programmes to the student cohort. ERASMUS+, ISEP, SUSA, StudyChina, StudyIndia
* A follow up seminar led by the Course Placement Tutor and International co-ordinator exposes students to the relevance and significance of a period of study abroad within their course of study. A presentation by Final Year students, who have successfully completed their studies abroad will provide further insight into placement opportunities.
* C.V. preparation.
* Submission of student C.V. to the Placement Tutor.
* Tutorials to discuss areas of interest, location, possible institutions etc.
* Portfolio preparation with advice from course staff.

(The portfolio should contain evidence of your creative ability and varied design skills and all work must be professionally presented and in a logical order.)

* Preparation and submission of all paper work for application to host institution
* Preparation of all funding application paperwork if appropriate.

**Schemes and Programmes**

**ERASMUS+**

Erasmus+ stands for:

***E****u****r****opean Community* ***A****ction* ***S****cheme for the* ***M****obility of* ***U****niversity* ***S****tudents*

It is a European Union (EU) student exchange programme and is designed to support students in their desire to undertake study outside the UK for a fixed period of time. Students can undertake a semester worth experience or elect to take a full academic year between their 2nd and 3rd year. Upon successful completion of the full academic year experience students will be awarded the DIAS.

For further information:

<http://international.ulster.ac.uk/ourprogrammes/study_abroad/index.html>

**ISEP**

ISEP stands for:

***I****nternational* ***S****tudent* ***E****xchange* ***P****rogramme*

The university deals with a number of USA colleges under this scheme. Upon successful completion of the full experience students will be awarded the DIAS

For further information:

<http://www.isep.org/>

**SUSA**

SUSA stands for *Study USA.*

Run by the British Council this programme provides the opportunity for students to study at a number of liberal Arts Colleges in the USA for a period of 1 academic year. Upon successful completion of the full experience students will be awarded the DIAS.

For more information : <http://international.ulster.ac.uk/ourprogrammes/study_abroad/index.html> Or

**British Council**

Study China, Study India

For further information, see British Council NI

**Assessment**

Candidates shall be assessed using a combination of methods appropriate to the associated programme of study and/or study abroad option. Normally this comprises a combination selected from:

(a) examination and/or transcript from the host institution 60%

(b) project and/or evidence of reflective practice coursework 20%

(c) oral presentation. 20%

**Progression and awards.**

The pass mark is 40% the achievement of learning outcomes and assessment weighting will be specified in associated programme coursework guides and module handbooks.

An overall mark of 50% must be achieved to be awarded DIAS;

The Board of Examiners may award a Pass with Commendation to a candidate who achieves an overall mark of at least 70%.

**Failure**

Candidates who fail to satisfy the Board of Examiners in the assessment of the study period may be permitted, at the discretion of the Board, to repeat on one occasion only the placement period in whole or in part or to repeat such assessment requirements as shall be prescribed by the Board of Examiners. In such cases, a maximum mark of 50% shall be applied.

Candidates whose performance is unsatisfactory may be required by the decision of the Board of examiners to withdraw from their course of study with a lower award, students in this situation are not permitted to reapply to their course, within the next academic year.

**Illness and Other Extenuating Circumstances**

The Board of Examiners may, in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the placement assessment components, or whose results are substantially affected by illness or other sufficient cause, permit the candidate to take, complete or repeat the assessment at an approved subsequent date. University procedures for extenuating procedures, must be followed.

**Appendix One**

**PLACEMENT EMPLOYER STATEMENT (DPP/DPPI only)**

Please complete this document in relation to the named student and return it to me at the address below:

**Student Name** ………………………………………………………………………………………………………………………………

will be a placement student in our organisation

from ………………………………………………………………… to………………………………………………………………….

**I confirm that:**

The organisation has appropriate health and safety policies and procedures in place and will provide all appropriate and necessary training for the student.

The organisation will report to the University any accidents or ill health, arising from work, involving the placement student.

The organisation holds appropriate insurance cover for the placement student whether on paid or unpaid placement.

The organisation has policies and procedures in relation to equality, harassment and bullying and will provide all appropriate training.

**Company / Organisation Name**: ………………………………………………….………………………………………………………………

**Name of Employer:** ……………………………………………………………………………………………………………………………………

**Industrial Supervisor [if different from above]** ………………………………………………………………………………………….

**Address:** ………………………………………………………………………………………….………………………………………………………

………………………………………………………………………………………………………………………………………………………………….

**Tel No** ……………………………............................................. **Fax** ……………………………………………………………………..

**Email**………………………………………………………………………………………………………………………………………………………….

**Signed** (on behalf of the Placement Employer) …………………………………………………….. **Date** ………………………

**Please return to:**

**Paul McCormack**

**p.mccormack@ulster.ac.uk**

**T: 028 9536 7342**

**Appendix Two**

**HEALTH AND SAFETY STUDENT INDUCTION CHECKLIST (DPP/DPPI only)**

**Name of Employing Organisation:** ………………………………………………………………………………………………………..

**Name of Student:** …………………………………………………………………………………………………………………………….……

**Your Health and Safety are paramount during this placement.**

**The completed checklist and statement MUST be returned to your Placement Tutor within two weeks of commencing your placement.**

**If for any reason you feel unable to sign this declaration you should contact your placement tutor immediately.**

The following items are commonly included in induction into organisations. It may be useful for you to check off the items when they occur. Inform the person in charge of your placement within the organisation if any obviously relevant items are not covered within one week of the start of the placement.

|  |  |
| --- | --- |
| **HEALTH AND SAFETY ISSUES** |  |
| Emergency Procedures |  |
| Health and Safety Policy received or location known |  |
| Location of First Aid Box |  |
| First Aid Arrangements |  |
| Fire Procedures and location of fire extinguishers |  |
| Accident Reporting procedures |  |
| Manual Handling procedures |  |
| Display screen equipment regulations/procedures |  |
| Protective clothing arrangements |  |
| Instruction on equipment you will be required to use |  |
| Any relevant risk assessments have been drawn to your attention |  |
| Equality, Harassment and Bullying Training given/polices explained |  |

I confirm that I have no current concerns relating to any health and safety issues associated with this placement.

I have been advised of the organisation’s Equality, Harassment and Bullying procedures.

**Student Signature** ………………………………………………………………………………………………………………………………….

**Date** ………………………………………………………………………………………………………………………………………………………

**Appendix Three**

**PLACEMENT EMPLOYER REPORT (DPP/DPPI only)**

The Industrial supervisor is asked to provide a written report [minimum 500 words], and information regarding the placement student’s performance, the following criteria should be used to assess.

• **Attendance and punctuality and commitment to work programme**

• **Initiative, organisation and planning**

• **Creativity and technical development appropriate to the work programme**

• **Teamwork and integration**

• **Communication skills, written and oral**

Please mark each element out of 4

|  |  |  |
| --- | --- | --- |
| **Marks:** | **4** | **Excellent** |
|  | **3** | **Very Good** |
|  | **2** | **Good** |
|  | **1** | **Limited but sufficient** |
|  | **0** | **Failed to meet required minimum standard** |

**Appendix Four**

**SUBMISSION ASSESSMENT FORM (DPP/DPPI only)**

Staff member: ………………………………………………………………………………..

Date: ………………………………………………………………………………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **5** | **4** | **3** | **2** | **1** |
| **1. Overall presentation of student submission** |  |  |  |  |  |
| **2. Quality of Log Book / Blog** |  |  |  |  |  |
| **3 Content and quality of reflection in report** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Total Marks awarded (Max 15) [x4]*** |  |  |  |  |  |

Each element is scored out of 5

|  |  |  |
| --- | --- | --- |
| **Marks:** | **5** | **Excellent** |
|  | **4** | **Very Good** |
|  | **3** | **Good** |
|  | **2** | **Satisfactory** |
|  | **1** | **Poor** |

**Appendix Five**

**ORAL PRESENTATION ASSESSMENT FORM (DPP/DPPI & DIAS)**

Staff Member: ……………………………………………………………………………….

Date of presentation: ……………………………………………………………………..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **5** | **4** | **3** | **2** | **1** |
| **1. Preparation and implementation of Oral Presentation** |  |  |  |  |  |
| **2. Overall Perception of their own Placement** |  |  |  |  |  |
| **3. Communication Skills** |  |  |  |  |  |
| **4. Response to Questions** |  |  |  |  |  |
| **General Comments** |  |  |  |  |  |
| ***Total Marks awarded (Max 20)*** |  |  |  |  |  |

Each element is scored out of 5

|  |  |  |
| --- | --- | --- |
| **Marks:** | **5** | **Excellent** |
|  | **4** | **Very Good** |
|  | **3** | **Good** |
|  | **2** | **Satisfactory** |
|  | **1** | **Poor** |

**Appendix Six**

**ASSESSMENT OF WRITTEN REPORT (DIAS only)**

Staff member: ……………………………………………………………….

Date: ……………………………………………………………………………..

**Content and quality of reflection in report**

Mark this out of 4 please

|  |  |  |
| --- | --- | --- |
| **Marks:** | **4** | **Excellent** |
|  | **3** | **Very Good** |
|  | **2** | **Good** |
|  | **1** | **Limited but sufficient** |
|  | **0** | **Failed to meet required minimum standard** |