



CS6W50 Career Development Learning (CDL) Form

Student

Student Londonmet ID: 22066724

Student Name: Sandesh Poudel

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Mobile No: 9767984021

Student's work/placement address: Thapathali, Kathmandu

Employer

Company Name: Kantipur Media Group

Company Address including department: Thapathali, Kathmandu (IT Department)

Company Supervisor's Name and Position: Subash Maghiya (IT Head)

Company Supervisor's Tel No: 9841205326

Company Supervisor's email address: mrsubash@kmg.com.np

Work Related Learning Activity

Start Date: 23rd September 2024

End Date (if known):

Your role at the placement (position): IT Support intern

Brief description of your work at the placement:

During my work placement, I was responsible for a range of tasks that focused on optimizing system performance, troubleshooting technical issues, and ensuring smooth IT operations within the company. I worked closely with the IT team to replace and upgrade hardware components like RAM and SSDs, troubleshoot printer problems, and install operating systems. Additionally, I played an active role in managing network cables, preparing Ethernet cables, testing connectivity, and resolving network-related issues. This hands-on experience allowed me to gain valuable skills in system optimization, hardware troubleshooting, and network configuration, while also improving my problem-solving abilities.

In addition to technical tasks, I was also involved in managing IT assets and configuring access control systems, including setting up RFID cards and ensuring proper hardware allocation for staff. I assisted in firewall and domain configurations to ensure that computers could be identified through the company's server. Throughout my placement, I worked collaboratively with my team, participated in discussions, and communicated effectively through meetings and WhatsApp chats. These experiences helped me enhance my communication skills, teamwork abilities, and time management practices, all of which contributed to my personal and professional growth.

Proposed learning outcomes from the Work Related Learning Activity:

It is very important that you read the learning agreement guide before filling in this form. You need to list **at least 7 learning** outcomes, and at least **two** learning activity should be closely relevant to the course you are doing at the university.

Learning Outcome ID	Learning outcomes By the end of my work placement, I will be able to develop what skills or knowledge: (e. g. develop my XXX skills, enhance my knowledge of XXX)	Activities and tasks I will achieve this learning outcome by carrying out what tasks (e. g. participating in a Web development project, or to work in a team, or to engage in group discussion)	Evidence Evidence I could use to demonstrate that I have achieved this learning outcome? (e. g. feedback from the employer, artefacts I will develop, screen shots or video capture, meeting minutes)
LO1	Critical Thinking	I will enhance my ability to analyse complex IT issues, identify root causes, and develop appropriate solutions.	I will provide chat discussions, feedback from supervisors, and screenshots of problem-solving conversations.
LO2	Team Collaboration	I will enhance my ability to work effectively in a team environment by coordinating tasks, sharing knowledge, and assisting team members in achieving common goals.	I will provide group discussion screenshots, meeting date and time and feedback from team members.
LO3	Communication skill	I will improve my verbal and written communication skills by actively engaging in meetings, providing updates, and documenting tasks effectively.	I will provide meeting logs from the logbook, discussion screenshots, task updates, and feedback from supervisors.
LO4	Problem Solving	I will strengthen my problem-solving skills by identifying issues, analysing root causes, and implementing effective solutions for technical challenges.	I will provide issue resolution discussion, feedback from supervisors, and task updates.
LO5	Time management	I will improve my time management skills by prioritizing tasks, setting deadlines, and completing activities efficiently within the allocated time.	I will provide task completion updates, project timelines and feedback from supervisors.

LO6	Reporting	I will develop my reporting skills by documenting tasks, generating progress reports, and maintaining clear and organized records of completed activities.	I will provide meeting logs from the logbook, task completion logs, and screenshots of reporting to the head after task completion.
LO7	Network Cable Preparation and Issue Resolution	I will enhance my skills in preparing and troubleshooting network cables by creating Ethernet cables, testing connectivity, and resolving network-related issues.	I will provide cable preparation images, connectivity test results, and resolved network issue logs.
LO8	System Optimization and Troubleshooting	I will achieve my skills in enhancing system performance and resolving hardware, software, and network issues through activities such as hardware replacement and upgrades, printer troubleshooting and operating system installation.	I will provide hardware replacement images, resolved issue chat to the head, printer issue images and OS installation and system update images.
LO9	Access Control and IT Asset Management	I will enhance my skills in managing access control systems and maintaining IT assets by configuring RFID cards, updating asset records, and ensuring proper hardware allocation.	I will provide RFID access images, IT asset list reports, screenshots of access configuration updates, and records of laptops and computers assigned to staff in the logbook.
LO10	Firewall and Domain Configuration	I will connect the computer to the company firewall and assign a domain name to it, enabling the identification of affected computers through the server.	I will provide firewall configuration images, domain setup reports and images, and screenshots of completed configurations.

This form is approved by WRL academic supervisor

Academic Supervisor Name:

Academic Supervisor Signature:

Date of Signature:

If you work at an external company or organization, the following “Health and Safety checklist” form must be completed before your placement can be approved.



**External Work Related Learning (PLACEMENT) PROVIDER
HEALTH AND SAFETY CHECKLIST**

Name of the Placement Provider (Company name):

Placement site Supervisor:

Supervisor's Position:

Address:

Email:

Telephone:

		Yes	No
1	Do you have a written Health & Safety policy?		
2	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 the student?		No
3	Is the organization registered with? (tick as appropriate) (a) the Health & Safety Executive or (b) the Local Authority Environmental Health Department		No
4	Insurance (a) Is Employer and Public Liability Insurance which will cover the duration of the placement? (b) Employer and Public Liability Insurance policy number _____ (c) Will your insurance cover any liability incurred by a placement student as a result of his/her duties as an employee?		No
5	Risk Assessment (a) Have you carried out any risk assessment of your work practices to identify possible risks whether to your own employees or to others within your undertaking? (b) Are risk assessments kept under regular review? (c) Are the results of risk assessment implemented?		No
6	Accidents and Incidents (a) Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR (Reporting of Injuries, Disease & Dangerous Occurrence Regulations)? (b) Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking? (c) Will you report to the university all recorded accidents involving placement students? (d) Will you report to the university any sickness involving placement students which may be attributable to the work.		No

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

Signed on behalf of the company with the company stamp:

Name:

Signature:

Date: