

## CMT305 Year in Industry (PGT)

### DRAFT AND FINAL REPORT DESCRIPTION AND MARKING CRITERIA

#### SUBMISSION ARRANGEMENTS:

##### ***Draft Reflective Report:***

You need to submit your *Draft Reflective Report* to the *On Placement 2023-24* team on MS Teams at least **4 weeks** prior to your third visit, unless agreed otherwise with your academic supervisor.

Together with your Draft Reflective Report, you also need to make sure the following elements of your Placement Portfolio have been submitted:

- Employer's Evaluation of Progress Form (first visit)
- Employer's Evaluation of Progress Form (second visit)
- SFIA Mapping form (student version, half way)
- SFIA Mapping form (employer version, half way)

All these should be submitted as individual files to the *On Placement 2023-24* team on MS Teams (do not submit any .zip archive).

Description	Type	Name
Draft Reflective Report	.pdf or .docx file	[student number]DraftReport.pdf or [student number]DraftReport.docx
Employer's Evaluation of Progress – first visit Employer's Evaluation of Progress – second visit SFIA mapping – student version, half way SFIA mapping – employer version, half way	four .pdf files	[student number]EmpProg1.pdf [student number]EmpProg2.pdf [student number]StuSFIA1.pdf [student number]EmpSFIA1.pdf

##### ***Final Reflective Report:***

The deadline for your Final Reflective Report is 14 days after the last day of your placement. Please make sure to schedule enough time for your work-based supervisor to approve and sign off the Final Reflective Report and the other required documents (see below). Any request for an extension of the deadline has to be submitted through the university's Extenuating Circumstances procedure.

Together with your Final Reflective Report, you also need to make sure the following elements of your Placement Portfolio have been submitted:

- Employer's Evaluation of Progress Form (third visit)
- Employer's Evaluation of Progress Form (end of placement)
- SFIA Mapping Form (student version, end of placement)
- SFIA Mapping Form (employer version, end of placement)

All these should be submitted as individual files to the *On Placement 2023-24* team on MS Teams (do not submit any .zip archive).

Description	Type	Name
Final Reflective Report	.pdf or .docx file	[student number]FinalReport.pdf [student number]FinalReport.docx
Employer's Evaluation of Progress – third visit Employer's Evaluation of Progress – end of placement SFIA mapping – student version, end of placement SFIA mapping – employer version, end of placement	four .pdf files	[student number]EmpProg3.pdf [student number]EmpProg4.pdf [student number]StuSFIA2.pdf [student number]EmpSFIA2.pdf

## INSTRUCTIONS

The *Draft Reflective Report* should be a summary of your progress made in the first half of your placement. The report should typically be around 3000-4000 words. This report is a formative assessment and the marks do not count towards your assessment at this stage. However, your Academic Supervisor will indicate your performance on the marking criteria and will provide feedback.

The *Final Reflective Report* is a summary of your progress across the whole period of your placement (both the first and the second half). The part of the final reflective report that relates to the first half of your placement can be based on what you wrote for the Draft Reflective Report (make sure you implement the feedback and suggestions that were given by your Academic Supervisor during the third placement visit).

The guidance for the size of the Final Reflective Report is 6000 to 8000 words. Your report could be marked down (by up to 5%) if it contains excessive unnecessary detail and exceeds the maximum word count by more than 800 words. If you are significantly below the minimum word count then you may want to check that you have actually covered all necessary aspects.

The Final Reflective Report will be marked by your Academic Supervisor as well as by another lecturer involved in the placement module. It is a good idea to review your work against the marking criteria in the coursework feedback form (which is included at the end of this document) to see if there are any improvements you can make before submitting your report.

You should get an Evaluation of Progress Form from your work-based supervisor prior to the first, second, and third visit of your academic supervisor. You and your work-based supervisor should also complete a SFIA Mapping Form of your skills prior to the second placement visit and at the end of the placement. Make sure to upload all relevant forms to the *On Placement 2023-24* team.

We also recommend that you regularly update your *Supporting Evidence* on the *On Placement 2023-24* team; this is an optional part of your Placement Portfolio.

## REPORT STRUCTURE

The first page should include your name, student number, the name of your placement provider and the name of your academic supervisor. Please use the structure below regarding sections and subsections; you are asked to write a piece of text each time you encounter the “➤” symbol. Any of the text in the description below that is in italics is for your information only; do not copy/paste it into the report. Also, make sure to use page numbers throughout the report.

### **1. Placement Overview** *(draft and final report)*

#### **1.1 Company Overview** *(draft and final report)*

- Provide an overview of the company and its main areas of activity. This should outline the sector it operates in, its key products and/or services and its main competitors, customers and suppliers.<sup>1</sup>

#### **1.2 Section/Department/Team Overview** *(draft and final report)*

- Provide an overview of the sections/departments/teams you are assigned to and a description of how its key activities contribute to the organisation as a whole.

#### **1.3 Placement Summary** *(draft and final report)*

- Provide a summary of your role(s) in the organisation during the placement including your main responsibilities and activities.

### **2. Work Experiences** *(draft and final report)*

*Think carefully about whether the reflective examples you want to use in this report should be used as evidence of Work Experiences, SFIA Professional Skills or Core Competency Skills. It is likely that you will have more potential examples that you could include in the report, but you will need to choose your best examples. If you have worked on a significant project on your placement then you may want to highlight more than one example from that work.*

#### **2.1 Work Experiences – First Half of the Placement** *(draft and final report)*

##### **2.1.1 Work Impact – First Half of the Placement** *(draft and final report)*

- **“What have you done that gives you a sense of achievement?”** – Provide an example of a significant or noteworthy task or objective you have completed during the first half of your placement. Typically, this is something you are personally proud of. Make sure you highlight the value and importance of this work for your employer, its clients or other stakeholders.

##### **2.1.2 Work Reflection – First Half of the Placement** *(draft and final report)*

- **“What have you done that you have learnt from?”** – Provide a critical evaluation of an example of how your approach to a task or objective has either worked well or not so well. Make sure you highlight what you would do the same or different when confronted with comparable circumstances. Marking will be

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<sup>1</sup>This can be suppliers of physical products or suppliers of services (e.g. cloud services, software as a service, etc.)

based not on whether the event itself was a good or a bad thing, but on your analysis of it and on what you learned from it.

### **2.1.3 Supervisor Feedback – First Half of the Placement** *(draft and final report)*

- **“What have you done when someone has given feedback that you needed to respond to?”** – Provide a critical evaluation of an example of how your approach to work has changed in response to employer feedback. Ensure you cover the situation which resulted in the employer giving feedback, what the feedback was and how you subsequently responded to it (e.g. how the feedback has been used to improve the way you work). Marking will not be based on whether the event itself was a good or a bad thing, but on your analysis of it and on how you subsequently reacted on it.

## **2.2 Work Experiences – Second Half of the Placement** *(final report only)*

### **2.2.1 Work Impact – Second Half of the Placement** *(final report only)*

- **“What have you done that gives you a sense of achievement?”** – Provide an example of a significant or noteworthy task or objective you have completed during the second half of your placement. Typically, this is something you are personally proud of. Make sure you highlight the value and importance of this work for your employer, its clients or other stakeholders.

### **2.2.2 Work Reflection – Second Half of the Placement** *(final report only)*

- **“What have you done that you have learnt from?”** – Provide a critical evaluation of an example of how your approach to a task or objective has either worked well or not so well. Make sure you highlight what you would do the same or different when confronted with comparable circumstances. Marking will be based not on whether the event itself was a good or a bad thing, but on your analysis of it and on what you learned from it

### **2.2.3 Supervisor Feedback – Second Half of the Placement** *(final report only)*

- **“What have you done when someone has given feedback that you needed to respond to?”** – Provide a critical evaluation of an example of how your approach to work has changed in response to employer feedback. Ensure you cover the situation which resulted in the employer giving feedback, what the feedback was and how you subsequently responded to it (e.g. how the feedback has been used to improve the way you work). Marking will not be based on whether the event itself was a good or a bad thing, but on your analysis of it and on how you subsequently reacted on it.

## **3. Development of Core Competencies (soft skills)** *(draft and final report)*

### **3.1 Development of Core Competencies (soft skills) – First Half of the Placement** *(draft and final report)*

- For each of the Core Competencies in the SFIA mapping form, specify whether you have *knowledge of*, have *experience in*, or are *competent in* this Core Competency, and provide a brief justification for this. As there are nine Core Competencies, write your text to consist of nine separate paragraphs. Make sure to start each paragraph by mentioning the relevant Core Competency and

whether you have *knowledge of*, have *experience in* or are *competent in* this Core Competency, before giving your justification of this. The text of each justification should explicitly refer to **at least one of the criteria** of the level 4 description in the SFIA Mapping form.

### 3.2 Development of Core Competency Skills (soft skills) – Second Half of the Placement (*final report only*)

- For each of the Core Competencies in the SFIA mapping form, specify whether you have *knowledge of*, have *experience in*, or are *competent in* this Core Competency, and provide a brief justification for this. As there are nine Core Competencies, write your text to consist of nine separate paragraphs. Make sure to start each paragraph by mentioning the relevant Core Competency and whether you have *knowledge of*, have *experience in* or are *competent in* this Core Competency, before giving your justification of this. The text of each justification should explicitly refer to **at least one of the criteria** of the level 4 description in the SFIA Mapping form.

*You are expected to have achieved at least experience in five of the Core Competencies and at least knowledge of the other four Core Competencies by the end of your placement.*

### 4. Development of SFIA Professional Skills (hard skills) (*draft and final report*)

*Students are normally expected to identify and map **TWO** skills in the SFIA Mapping Forms in both halves of the placement. However, only **ONE** of these skills needs to be discussed for each half of the placement in the draft and final reflective reports.*

*You may use the same or a different skill for the second half of the placement. In a situation where the chosen SFIA Professional Skill is the same for both halves of the placement, your discussion should show where improvements have been made (e.g. moving from level 3 to level 4 in your chosen skill).*

*Determining the level where you are operating regarding the SFIA Professional Skills is normally done by identifying the highest level where you satisfy all the criteria. However, a missing criterion can be compensated by satisfying a criterion of the level above. In rare occasions, depending on the nature of your placement, your SFIA Professional Skills level can be determined by satisfying a range of same-level criteria from various different SFIA Professional Skills (ask your academic supervisor for details).*

#### 4.1 Explanation of the SFIA Professional Skill Chosen in the First Half of the Placement (*draft and final report*)

- Specify how you have developed **ONE** of the Professional Skills chosen from the SFIA framework, during the first half of your placement. Start your text by explicitly mentioning this Professional Skill and the level you have achieved (see the above text regarding how to determine your level). Then, proceed to explain how and why you satisfy **each criterion** of this level.<sup>2</sup> The suggested way of doing this is to copy/paste (in italics) each individual criterion into your report. Below each criterion you then describe what you did during your placement to meet this criterion. You are encouraged to also include some of the criteria of the level above (that is, of the level where you satisfy some but not all of the criteria).

<sup>2</sup>

A missing criterion can be compensated by satisfying a criterion of the level above.

Also, in a situation where there are discrepancies between your and your employer's assessment, make sure these are clearly discussed.

#### **4.2 Explanation of the SFIA Professional Skill Chosen in the Second Half of the Placement** *(final report only)*

- Specify how you have developed **ONE** of the Professional Skills chosen from the SFIA framework, during the second half of your placement. Start your text by explicitly mentioning this Professional Skill and the level you have achieved (see the above text regarding how to determine your level). Then, proceed to explain how and why you satisfy **each criterion** of this level.<sup>3</sup> The suggested way of doing this is to copy/paste (in italics) each individual criterion into your report. Below each criterion you then describe what you did during your placement to meet this criterion. You are encouraged to also include some of the criteria of level above (that is, of the level where you satisfy some but not all of the criteria). Also, in a situation where there are discrepancies between your and your employer's assessment, make sure these are clearly discussed.

*As an MSc student, you are expected to reach SFIA level 4 in at least one SFIA Professional Skill **by the end of your placement**. Be aware of the differences between each level and make sure you justify how you have achieved level 4 (or above).*

#### **5. Relating Theory to Practice** *(draft and final report)*

##### **5.1 Relating Theory to Practice – First Half of Placement** *(draft and final report)*

- Provide **ONE** relevant example that critically evaluates how the experience you have gained during the first half of your placement compares and contrasts to the relevant theories studied during your degree programme.

##### **5.2 Relating Theory to Practice – Second Half of Placement** *(final report only)*

- Provide **ONE** relevant example that critically evaluates how the experience you have gained during the second half of your placement compares and contrasts to the relevant theories studied during your degree programme.

#### **6. On-going Professional Development** *(draft and final report)*

- Discuss how your improved SFIA Professional Skills and Core Competencies will contribute to your on-going professional development. This should include a discussion about how the SFIA Professional Skills and Core Competencies you have developed throughout your placement can contribute to both your dissertation project and your future career.

#### **7. Confirmation and Approval of Work-Based Supervisor** *(draft and final report)*

- Ask your work-based supervisor to read this report, and obtain his agreement that the report is accurate and does not contain any information that is deemed confidential. To confirm this, include the following statement:

On behalf of [name of placement provider], I [name of work-based supervisor] confirm that to the best of my knowledge, the information in this report is

accurate. I also confirm that this report does not contain any confidential information of the kind that should not be seen by employees of Cardiff University or any other UK-based university.

*Please be aware that your report will not be marked unless it contains the above statement.*

## **WRITING YOUR REPORT**

As mentioned above, your Draft and Final Reflective Report (as well as your Supporting Evidence) should not contain confidential or sensitive information. It is therefore advised to check with your Work-based Supervisor to what extent you are allowed to include information about projects and work deliverables, before you start to write the report. It is acceptable to generalise where necessary and focus on the aspects you are actually asked to report on rather than providing specific details about the projects, activities, work deliverables, employees and customers. In case you would have liked to report on something you feel is relevant but could not do so because of confidentiality, please mention so in the report, and we will try to avoid marking your work down because of this. Your Draft and Final Reflective Report (as well as the associated documents) will be made available to members of staff of Cardiff University, as well as to external examiners of other UK universities, but will not be made public and not be made available to any of our students unless both you and your placement provider explicitly authorize us to do so.

Please be aware that the Draft and Final Reflective Report, the Employer's Evaluation of Progress forms, and the employer version of the SFIA Mapping forms need to be signed off by your work-based supervisor. It is important that you plan enough time for this and take into account possible absences of your work-based supervisor (e.g. holidays). That is, make sure you schedule the writing of your report in such a way that your manager is still available when the report and employer forms need to be signed off. Any requests for the submission deadline to be extended has to go through the university's Extenuating Circumstances procedure, as the placement team does not have the authority to grant any such extensions themselves.

## **FEEDBACK**

Feedback on your performance will address each of the criteria indicated on the *Placement Report Marking Form* (see below). It is a good idea to try to self-mark your report against these criteria before you submit it, as this will help you to identify what could still be improved in order to achieve a higher mark.

Feedback on the draft reflective report will be given by your academic supervisor during the third placement visit. The aim is to go through your draft report in detail, and identify any possible points for improvement.

Feedback on the final report will be given by your academic supervisor, as well as by a second marker, by providing comments to the criteria in the *Placement Report Marking Form* (see below).

## MARKING

The Weightings for the assessment are given below:

Section	Marks
1. Placement Overview	
1.1 Company Overview	5
1.2 Section/Department/Team Overview	5
1.3 Placement Summary	5
2. Work Experiences	
2.1 first half of the placement	
2.1.1 Work Impact	5
2.1.2 Work Reflection	5
2.1.3 Supervisor Feedback	5
2.2 second half of the placement	
2.2.1 Work Impact	5
2.2.2 Work Reflection	5
2.2.3 Supervisor Feedback	5
3. Development of Core Competencies (soft skills)	
3.1 first half of the placement	10
3.2 second half of the placement	10
4. Development of SFIA Professional Skills (hard skills)	
4.1 first half of the placement	10
4.2 second half of the placement	10
5. Relating Theory to Practice	
4.1 first half of the placement	5
4.2 second half of the placement	5
6. On-going Professional Development	5
<b>Total:</b>	<b>100</b>

The detailed marking scheme at the end of this document is based on the following categories:

- first class (characterised by *outstanding*, *excellent* or *very good*)
- upper second class (characterised by *good*)
- lower second class (characterised by *satisfactory*)
- failure (characterised by *marginal fail*, *some attempt* or *no attempt*)

As for the first class characterisations, excellent means that everything is as it should be and the marker can see no room for improvement, whereas outstanding means that you managed to go above and beyond what can reasonably be expected of a placement student and did something truly amazing.



## CMT305 – Placement Report Marking Form

**Student Name:**

### 1. Placement Overview

<b>1.1 Company Overview (5 Marks)</b>	<b>Marks Available</b>
An informative and well written overview of the company and its main activities is provided that covers all required aspects (sector, products/services, competitors, customers and suppliers).	outstanding – 5 excellent – 4 very good – 3.5
A good overview of the company and its main activities is provided that covers most of the required aspects.	good – 3
A reasonable overview of the company is provided that includes some coverage.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0
<b>1.2 Section/Department/Team Overview (5 Marks)</b>	<b>Marks Available</b>
An informative and well written overview of the sections/departments/teams you have worked for is provided, which clearly shows how its key activities contribute to the organisation as a whole.	outstanding – 5 excellent – 4 very good – 3.5
A good overview of the sections/departments/teams you have worked for is provided, which indicates how some of the key activities are useful to the organisation.	good – 3
A reasonable overview of the sections/departments/teams you have worked for is provided, which highlights some key activities.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0
<b>1.3 Placement Summary (5 Marks)</b>	<b>Marks Available</b>
A clear and well written summary of your roles, responsibilities and activities is provided.	outstanding – 5 excellent – 4 very good – 3.5
A good summary of your roles, responsibilities and activities is provided.	good – 3
A reasonable summary of your roles, responsibilities and activities is provided	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0

## 2.1 Work Experiences – First Half of Placement

2.1.1 Work Impact (5 Marks)	Marks Available
An insightful and well written example is given of a significant/noteworthy <b>task or achievement</b> that was carried out during the placement. The importance of this work for the employer, clients or other stakeholders is clearly explained.	outstanding – 5 excellent – 4 very good – 3.5
A good example is given of significant/noteworthy task or achievement that was carried out during the placement. There is some discussion about why this work matters for the employer, clients or other stakeholders.	good – 3
A reasonable discussion is given of the work that was carried out during the placement.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0
2.1.2 Work Reflection (5 Marks)	Marks Available
An insightful and well written example is given where a particular <b>approach</b> to work has worked out well or not so well, together with some key points of how you would do things different or similar when confronted with comparable circumstances.	outstanding – 5 excellent – 4 very good – 3.5
A good example is given where a particular approach to work has worked out well or not so well, together with some indication of how you would do things different or similar when confronted with comparable circumstances.	good – 3
A reasonable discussion is given of where a particular approach to work has worked out well or not so well.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0
2.1.3 Supervisor Feedback (5 Marks)	Marks Available
An insightful and well written example is given that illustrates where the approach to work, tasks, etc. has been impacted by employer feedback. The situation which resulted in the employer giving feedback, what the feedback was and the subsequent response to it (e.g. the way in which you improved the way you work) is clearly discussed.	outstanding – 5 excellent – 4 very good – 3.5
A good example is given that illustrates where the approach to work, tasks, etc. has been impacted by employer feedback. The example gives some situational context.	good – 3
A reasonable discussion is given about employer feedback but it doesn't fully illustrate where the approach to work, tasks, etc. has been impacted by employer feedback.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0

## 2.2 Work Experiences – Second Half of Placement

2.2.1 Work Impact (5 Marks)	Marks Available
An insightful and well written example is given of a significant/noteworthy task or achievement that was carried out during the placement. The importance of this work for the employer, clients or other stakeholders is clearly explained.	outstanding – 5 excellent – 4 very good – 3.5
A good example is given of significant/noteworthy task or achievement that was carried out during the placement. There is some discussion about why this work matters for the employer, clients or other stakeholders.	good – 3
A reasonable discussion is given of the work that was carried out during the placement.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0
2.2.2 Work Reflection (5 Marks)	Marks Available
An insightful and well written example is given where a particular approach to work has worked out well or not so well, together with some key points of how you would do things different or similar when confronted with comparable circumstances.	outstanding – 5 excellent – 4 very good – 3.5
A good example is given where a particular approach to work has worked out well or not so well, together with some indication of how you would do things different or similar when confronted with comparable circumstances.	good – 3
A reasonable discussion is given of where a particular approach to work has worked out well or not so well.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0
2.2.3 Supervisor Feedback (5 Marks)	Marks Available
An insightful and well written example is given that illustrates where the approach to work, tasks, etc. has been impacted by employer feedback. The situation which resulted in the employer giving feedback, what the feedback was and the subsequent response to it (e.g. the way in which you improved the way you work) is clearly discussed.	outstanding – 5 excellent – 4 very good – 3.5
A good example is given that illustrates where the approach to work, task, etc. has been impacted by employer feedback and how that relates to learning or skills development. The example gives some situational context.	good – 3
A reasonable discussion is given about employer feedback but it doesn't fully illustrate where the approach to work, tasks, etc. has been impacted by employer feedback.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0

### 3.1 Development of Core Competencies (soft skills) – First Half of Placement

3.1 Explanation of Core Competencies (10 Marks)	Marks Available
An insightful and well-written discussion is provided that, for each of the Core Competencies, backs your claim of respectively having <i>knowledge of</i> , having <i>experience of</i> , or being <i>competent in</i> this Core Competency.	outstanding – 10 excellent – 8 very good – 7
A good discussion is provided that, for at least five of the Core Competencies, backs your claim of respectively having <i>knowledge of</i> , having <i>experience of</i> , or being <i>competent in</i> this Core Competency.	good – 6
A reasonable discussion is provided that, for at least three of the Core Competencies, backs your claim of respectively having <i>knowledge of</i> , having <i>experience of</i> , or being <i>competent in</i> this Core Competency.	satisfactory – 5
Little has been explained.	marginal fail – 4 some attempt – 2 no attempt – 0

### 3.2 Development of Core Competencies (soft skills) – Second Half of Placement

3.2 Explanation of Core Competencies (10 Marks)	Marks Available
An insightful and well-written discussion is provided that, for each of the Core Competencies, backs your claim of respectively having <i>knowledge of</i> , having <i>experience of</i> , or being <i>competent in</i> this Core Competency.	outstanding – 10 excellent – 8 very good – 7
A good discussion is provided that, for at least five of the Core Competencies, backs your claim of respectively having <i>knowledge of</i> , having <i>experience of</i> , or being <i>competent in</i> this Core Competency.	good – 6
A reasonable discussion is provided that, for at least three of the Core Competencies, backs your claim of respectively having <i>knowledge of</i> , having <i>experience of</i> , or being <i>competent in</i> this Core Competency.	satisfactory – 5
Little has been explained.	marginal fail – 4 some attempt – 2 no attempt – 0

#### 4.1 Development of SFIA Professional Skills (hard skills) – First Half of Placement

4.1 Explanation of SFIA level (10 Marks)	Marks Available
An insightful and well-written discussion is provided that clearly illustrates how and why you satisfy each criterion of your current level for your chosen SFIA professional skill. In case there are discrepancies between the employer's assessment and the student's assessment, these are clearly discussed.	outstanding – 10 excellent – 8 very good – 7
A good discussion is provided that illustrates how and why you satisfy most criteria of your current level for your chosen SFIA professional skill.	good – 6
A reasonable discussion is provided that illustrates how and why you satisfy some of the criteria of your current level for your chosen SFIA professional skill.	satisfactory – 5
Little has been explained.	marginal fail – 4 some attempt – 2 no attempt – 0

#### 4.2 Development of SFIA Professional Skills (hard skills) – Second Half of Placement

4.2 Explanation of SFIA level (10 Marks)	Marks Available
An insightful and well-written discussion is provided that clearly illustrates how and why you satisfy each criterion of your current level for your chosen SFIA professional skill. In case there are discrepancies between the employer's assessment and the student's assessment, these are clearly discussed.	outstanding – 10 excellent – 8 very good – 7
A good discussion is provided that illustrates how and why you satisfy most criteria of your current level for your chosen SFIA professional skill.	good – 6
A reasonable discussion is provided that illustrates how and why you satisfy some of the criteria of your current level for your chosen SFIA professional skill.	satisfactory – 5
Little has been explained.	marginal fail – 4 some attempt – 2 no attempt – 0

## 5.1 Relating Theory to Practice in Your Placement – First Half of the Placement

5.1 Example of Relating Theory to Practice (5 Marks)	Marks Available
An insightful and well-written example is provided that clearly demonstrates how you have effectively related theory covered in your programme of study to activities (yours or others) during your placement.	outstanding – 5 excellent – 4 very good – 3.5
A good example is provided that explains how you have related theory to practice on your placement.	good – 3
A reasonable discussion is provided on the work that has been carried out during the placement and the theory covered in the programme of study, but the relationship is unclear.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0

## 5.2 Relating Theory to Practice in Your Placement – Second Half of the Placement

5.2 Example of Relating Theory to Practice (5 Marks)	Marks Available
An insightful and well-written example is provided that clearly demonstrates how you have effectively related theory covered in your programme of study to activities (yours or others) during your placement.	outstanding – 5 excellent – 4 very good – 3.5
A good example is provided that explains how you have related theory to practice on your placement.	good – 3
A reasonable discussion is provided on the work that has been carried out during the placement and the theory covered in the programme of study, but the relationship is unclear.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0

## 6. On-going Professional Development

6 On-going Professional Development (5 Marks)	Marks Available
A clear and well written discussion is provided on how the <b>SFIA professional skills and Core Competencies</b> you developed throughout the placement can contribute to both your dissertation project and your future career.	outstanding – 5 excellent – 4 very good – 3.5
A good discussion is provided on how the SFIA professional skills and Core Competencies you developed throughout the placement can contribute to both your dissertation project and your future career.	good – 3
A reasonable discussion is provided on how the SFIA professional skills and Core Competencies you developed throughout the placement can contribute to your dissertation project or to your future career.	satisfactory – 2.5
Little has been explained.	marginal fail – 2 some attempt – 1 no attempt – 0