

ICT Skills Programme



Waterford Institute of Technology

# Higher Diploma in Science in Computer Science 2019

## Work Placement

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# **Agenda**

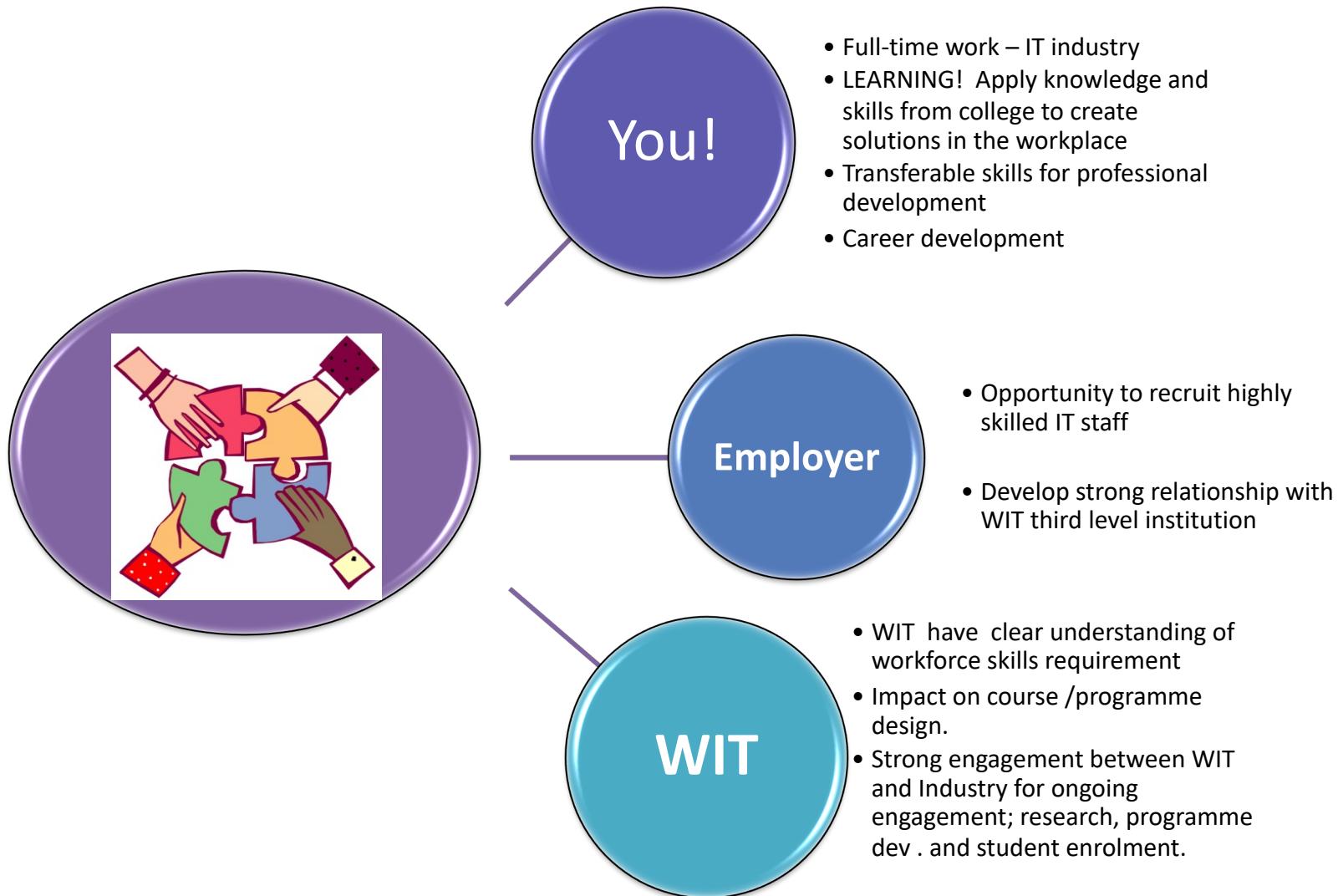
**What is Work  
Placement?**

**Work Placement  
Calendar**

**Placement Process  
-before, during &  
after**

**Assessment  
Methods**

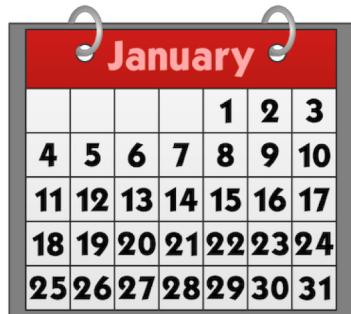
# What is work placement?



# Work Placement Calendar

- **Pre-Placement Preparation** – January 2019 – June 2019
- **On Placement** – June 2019 – December 2019 (6 months – full-time)

(Student will spend no less than 4 months in an ICT/Software Development role)



# Employers?

- IT companies  
(mostly SME's)
- Generally  
companies are  
based in the  
Waterford /SE area.
- Other stakeholders;  
Springboard, local enterprise  
organisations, lecturers, work  
colleagues, follow on placement  
students

ERRIGAL



SE2



TSSG



DoneDeal



DATAWORKS®  
redefining possibilities



Sunlife Financial



Datapac

# Pre-Placement Process

## January – June 2019

1. **Student:** CV Preparation, LinkedIn, Work Placement Handbook, Project Handbook, Assessment Guidelines and Supervisor details will be circulated by placement coordinator (uploaded to moodle)
2. **Employer:** Job Specs, Work Placement Handbook, Induction Checklist, Health and Safety Guidelines.
3. **Contracts & Agreements:** A tri-party agreement will be signed by the Student, Employer & WIT Supervisor and returned to placement coordinator once placement commences.

# Placement Process

- WP coordinator will contact employers for placement offers
- Student reviews jobs specs, the student guide to WP and H&S details – all docs on moodle
- CV's prepared and submitted to the WP co-ordinator
- Student one to one meeting with placement co-ordinator
- Interviews arranged with employers
- Formal acceptance of placement offer by student
- WIT placement project supervisor allocated
- Student access to Project Handbook on Moodle
- Confirm start date of placement

**Pre –placement**  
**Jan – Jun 2019**

**During Placement**  
**Jun – Dec 2019**

- Meet with workplace mentor
- Return of contact sheet to placement co-ordinator end of week 1
- Project draft submission
- Update of weekly learning log
- Update CV and LinkedIn profile
- Meet with work placement coordinator on site (placement visit)

- Submit Project and learning log
- Project presentation/demonstration
- Update CV and LinkedIn profile
- Review WIT Careers webpages
- WIT co –ordinator employer feedback on placement process/programme design
- Assessment grade (P/F ) processed through WIT exam boards
- Results released online
- Graduation!

**End of Placement Period**  
**Dec 2019**

# **During Placement**

- Employer responsible for **student induction and the appointment of Work Place Mentor**
- **You should keep a weekly learning log or journal** to record your learning experience
- **Monitor & Guide the progress of the student** (Work Place Mentor, Placement Coordinator & WIT Project Supervisor)
- **Employer Reviews & Signs** the student's weekly journal and final work placement project work and student submits to placement coordinator
- **Site Visit by WIT:** Organised by Placement Coordinator
- **Issues during placement:** Contact Work Place Mentor and Placement Coordinator immediately.

# During Placement

## Professional Responsibilities

### 1. Commitment

- Demonstrate the same level of commitment as your colleagues and always fulfilling their professional obligations;
- Follow the normal day of the organisation, arriving punctually and attending to any after hour duties as appropriate;
- Contact your work place mentor or senior staff at the beginning of the day if illness or extenuating circumstances prevent attendance;
- Adhere to the dignity and respect of and other codes of practice of the organisation.



# During Placement

## Professional Responsibilities

### 2. Confidentiality

- Treat Intellectual Property information with care sensitivity and confidentiality;
- Only discuss the information with colleagues within your department function;
- Seek employer's approval if using sensitive data prior to commencement of your project work. You will need to include a declaration signed by your employer as an indication of their approval;



# **During Placement**

## **Professional Responsibilities**

- ✓ Clear lines of communication between all partners
- ✓ Genuine enthusiasm and interest in the organisation;
- ✓ Professionalism;
- ✓ Responsiveness to advice;
- ✓ An open-minded approach;
- ✓ Facilitate advice for project work or further research;

- Communication
- Teamwork
- Flexibility
- Organisation
- Thinking

# Learning Log

<b>Student name</b>			
<b>Organisation name</b>			
<b>Job Title</b>	<b>Start Date</b>		
		<b>End Date</b>	
<b>Work location</b>			
Week	Task/Activity	Skills required	Supervisor Initials

# Learning Log

**Linking learning to learning outcomes:**

Learning Event	What did you learn?	Relevant learning outcome(s)	Evidence

**Reflections on the learning event:**

# **Learning Log Due Dates**

- **Learning Log July –**
- **Learning Log August –**
- **Learning Log September –**
- **Learning Log October –**
- **Learning Log November –**
- **Learning Log December –**

# End of Placement

- **Student review**
  - Experience of Placement
  - Project Demonstration/Presentation
  - Portfolio of Skills Developed
  - Update CV to reflect new skills and learning
  - Contact WIT Careers Department to discuss graduate opportunities
- **Employer review**
  - Student Progress
  - Suggestions/Improvements to Course Design or Placement Process

# Assessment Methods

## 100% Continuous Assessment

- Final Project
- Presentation

### Notes:

- Successful projects will not of course be required to reach commercial grade – but may demonstrate useful prototypes (partially functional). For some partners/students, a research paper, new business process or innovative method may also be appropriate;
- **Also, an employer approval declaration may be required with the final project assignment submission**
- **We may request permission to publish your project**

# Think?



- **Professionalism?**

Commitment, responsiveness, teamwork, communication, time management, respect.

- **Responsibilities?**

Confidentiality (IP), data protection

- **Be open to new experiences!**

engagement, reflection, critical thinking

- **Enjoy your placement!**



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