

**Work placement Year - Applied Professional Diploma: Synoptic Learning Portfolio**

*Name*: *Setting:* Community / Research Consultancy / Industry/ Enterprise / International

*Degree Course: Placement Academic Advisor:*

*Name of Placement organisation(s): Employer manager/supervisor(s):*

*Placement start date: Placement end date:*

The purpose of this portfolio is to record, reflect on the accumulated learning from my course and my work placement year demonstrating knowledge, skills and attributes aligned to my subject area. I will review the impact of my placement on the breadth and depth of knowledge and understanding in my subject area. I will demonstrate and apply relevant knowledge, skills and attributes and reflect on how this accumulative learning can be used to support my future academic and employability ambitions.

**Keep in Touch Review Schedule**

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| Keep In Touch point No | Focus area | Date arranged |
| 1 Keep in touch point #1 | Placement learning goals |  |
| 2 Keep in touch point #2 | Reflection on Performance & Development |  |
| 3. Keep in touch point #3 | Summary of overall performance & achievements - feedforward and action planning |  |

**1. My placement learning goals**

I have identified and agreed placement goals with my manager and *Placement Academic Advisor*. These include the personal and business goals I plan to achieve from my placement and are related to the learning from my course. I will include a **minimum of 1 goal in each section**. This will form the basis of my first placement keep-in-touch- review with my Academic Placement Adviser (or equivalent).

**1.a. Personal Goals***:* This is what I want to develop professionally and personally from my placement. These goals are based around knowledge, skills and graduate Attributes. These are flexible and may change throughout my time on placement. I will record all goals and how I progress towards them in this portfolio. Where necessary I will include additional evidence to best demonstrate how I work towards achieving these goals or to show what I achieve.

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| **During my placement the areas of knowledge I want to develop/ improve are:** | | | | |
| **Knowledge goals** | **My reasons for wanting to develop / improve this are:** | **I will know if I have achieved this goal when/by:** | **This relates to course learning around/in/about:** | **Achieved: Yes | No | Ongoing** |
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| **During my placement the skills I want to develop/ improve are:** | | | | |
| **Skill goals** | **My reasons for wanting to develop / improve this are:** | **I will know if I have achieved this goal when/by:** | **This relates to course learning around/in/about:** | **Achieved: Yes | No | Ongoing** |
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| **During my placement the Graduate Attributes I will develop/ improve are:** | | | | |
| **Attribute goals** | **My reasons for wanting to develop / improve this are:** | **I will know if I have achieved this goal when/by:** | **This relates to course learning around/in/about:** | **Achieved: Yes | No | Ongoing** |
| University Graduate Attribute: **Confidence** |  |  |  |  |
| University Graduate Attribute: **Creativity** |  |  |  |  |
| University Graduate Attribute: **Resilience** |  |  |  |  |
| Course Graduate Attribute: |  |  |  |  |
| Course Graduate Attribute: |  |  |  |  |
| Course Graduate Attribute: |  |  |  |  |

**1.b. Employer / Business Objectives:** During my placement I will work with my employer(s) to support the goals of the organisation. Here are specific areas on which I will focus my time, effort and work. During my time on placement these may change and I will record any changes here as this demonstrates the many different areas I work in. This is not about success it's about getting as much experience as I can. Where necessary I will include additional evidence to best demonstrate how I work towards achieving these goals or to show what I achieve.

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| **During my placement I will support the needs/requirement/objectives/outcomes of my employer / business by:** | | | | |
| **Employer / Business goals** | **My reasons for wanting to develop / improve / support/ contribute to this are:** | **I will know if I have achieved this goal when/by:** | **This relates to course learning around/in/about:** | **Achieved: Yes | No | Ongoing** |
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**2: Reflection on Performance & Development**

Using the goals identified at the start of my placement (Part 1) I will outline my progress, challenges, successes and feedback received towards achieving my goals. I will also identify any adaptions/changes to these goals. I will complete this in collaboration with my employer(s) / work colleagues and Placement Academic Advisor. This will form the basis of my second placement keep-in-touch- review.

**2.a. Personal Goals:**

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| **Reflection and summary towards knowledge goals I set:** | | | | |
| **Knowledge goals** | **Progress I have made towards achieving this goal - S.T.A.R (Situation, Task, Action, Result)** | **Challenges, successes and feedback I have received while working towards this goal** | **Further skills I need to develop in future to further develop/improve this area** | **Achieved: Yes | No | Ongoing** |
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| **Reflection and summary towards the achievement of the skills goals I set:** | | | | |
| **Skill goals** | **Progress I have made towards achieving this goal - S.T.A.R (Situation, Task, Action, Result)** | **Challenges, successes and feedback I have received while working towards this goal** | **Further skills I need to develop in future to further develop/improve this area** | **Achieved: Yes | No | Ongoing** |
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| **Reflection and summary towards the attribute goals I set:** | | | | |
| **Attribute goals** | **Progress I have made towards achieving this goal - S.T.A.R (Situation, Task, Action, Result)** | **Challenges, successes and feedback I have received while working towards this goal** | **Further skills I need to develop in future to further develop/improve this area** | **Achieved: Yes | No | Ongoing** |
| University Graduate Attribute: **Confidence** |  |  |  |  |
| University Graduate Attribute: **Creativity** |  |  |  |  |
| University Graduate Attribute: **Resilience** |  |  |  |  |
| Course Graduate Attribute: |  |  |  |  |
| Course Graduate Attribute: |  |  |  |  |
| Course Graduate Attribute: |  |  |  |  |

**2. b. Employer / business objectives:**

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| **Reflection and summary towards the achievement of the Employer / business goals I set:** | | | | |
| **Employer / business goal** | **Progress I have made towards achieving this goal - S.T.A.R (Situation, Task, Action, Result)** | **Challenges, successes and feedback I have received while working towards this goal** | **Further skills I need to develop in future to further develop/improve this area include:** | **Achieved: Yes | No | Ongoing** |
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**3. Summary of overall performance & achievements - feedforward and action planning**

This will form the basis of my final placement keep-in-touch- review with my employer(s) and Placement Academic Advisor. In order to consolidate my learning and development I will outline the feedback I have received from my employer(s). I will reflect on what I have done while on placement, consider how this relates to and support the learning on my course and produce an action plan to enable me to continue my learning and development towards ensuring I can gain the best graduate employment for me.

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| **Name of Reviewer (Line Manager):** | **Role title:** |

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| 3. a. Employer(s) Feedforward: *This section is for my placement manager/mentor(s) to provide me with feedback on my overall performance and achievement of my goals. Where possible this should celebrate my successes and provide me with some specific areas of improvement to support future development towards graduation and beyond. This can be written by my placement manager/mentor(s) or I can input feedback gathered from my placement colleagues or through other means e.g. appraisal. I will then use these points in development of my Action Plan.* |

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| **3. b. My Placement Academic Advisor** *This section is for my Placement Academic Advisor to provide me with feedback on my overall performance and towards the achievement of my goals. Where possible this should celebrate my successes and provide me with some specific areas of improvement to support my future development towards graduation and beyond. I will then use these points in development of my Action Plan.* |

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| **My placement evaluation**: *Given the skills, knowledge attributes and industry awareness I have learned and engaged with during my placement here is a summary of the key learning I have gained during my placement and how it relates to my course and career ambitions.* |

**4. My Graduate Action Plan:** To continue to improve my learning and support securing graduate level employment I will produce a clear and detailed Action plan based on my experiences during placement and the feedback received.

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| **Goal**: *What I need to work on to improve my graduate employability* | **Actions required:** *The steps I need to take in order to achieve my career/academic ambitions* | **Constraints**: *the challenges / limitations I could face* | **Support**: *the people, organisations, resources, finance, time etc. needed* | **Target date**: I will look to achieve this by (date) |
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