

FETAC Level 5 – Work Experience W20008

DEADLINE: April 22nd, 2015

LEARNER RECORD : 50 %

The Learner Record comprises a written journal detailing the student's personal understanding of their work placement. Compiled by the student, it will include a description of your planning and preparation, your direct experience in the workplace, and a review and evaluation of your learning while on work experience. It should include:

- description of personal planning and preparation activities, including personal skills audit and goals set
- detailed description of work undertaken
- indication of what new learning has occurred, challenges encountered and positive aspects experienced (both personal and work related)
- review of your learning goals
- outline of what the candidate would do differently in any future work experience
- outline of future plans in the light of workplace experiences

Evidence of planning and preparation should include complete details of **all** arrangements made, with relevant documents such as information on vocational area and relevant legislation, correspondence with employer agency, letter of application with CV, details of work, contract etc.

Guidelines:

- your journal should be word processed in Times New Roman 12 point and stapled or ring-bound
- all tables, figures and/or diagrams used should be sourced correctly
- completed journals should be handed up with a copy of the supervisors report

NOTE: Incidents of alleged plagiarism and cheating are dealt with in accordance with the College's assessment Regulations. For your information, **plagiarism** is defined as 'presenting the ideas, concepts, etc., of someone without proper acknowledgement and/or credit as to the originality of their work, Furthermore, **cheating** is described as the use of unauthorised material in the text, unauthorised collusion, dishonest behaviour in respect of assessments and/or deliberate plagiarism – any of which will result in a fail mark.

IMPORTANT: A copy of the folder containing all electronic files and all printouts must be given to your teacher in class on or before this deadline.

Student name: _____

I confirm this is my own original work

Date: _____

Signed: _____