### WBL Placement Objectives Document (POD) 2023-2024

Successful work placements tend to have clearly defined tasks that are specified and agreed with the placement provider. This helps everyone to be clear on the essentials of the role and can help resolve problems should they arise. As such it can really help the success of your placement if you clarify with the placement provider key elements of the role such as what you will be doing, what support you may receive and your required attendance.

Preparing fully prior to beginning your placement and during the first week of placement will support good performance both in placement and in your assignment. It will also demonstrate your communication skills when engaging with the employer.

This document is in threeparts:

1. Essential contact information for your placement
2. Logistical and practical essentials to establish before you start
3. Key elements of the role so you and your placement provider are clear on what you will be expected to do, and by when\*

\*Remember that workplaces are fluid environments and that pre-set tasks sometimes have to be adapted, rearranged or substituted in response to changing business needs.

Completing the POD as thoroughly as you can will help you prepare for your placement and may be referred to during the WBL Induction Programme, throughout your placement and when completing your assignment. The POD can be extended over as many pages as you need in order to include all essential content.

If you are attending more than one placement for the module, please complete one POD for each.

Please note that the POD does *not* form part of the assessment for the WB5101 Module.

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| **PART 1****Essential contact information** |
| Name of Organisation |  |
| Placement Supervisor |  |
| Supervisor’s Job Title |  |
| Tel |  |
| e-mail |  |
| Placement address |  |

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| **PART 2****Logistical and practical essentials to establish before you start on placement.****Some answers to these questions may be self-evident whilst for others you may need to check with your placement provider. Some questions might not be relevant to every placement depending on whether they are, e.g., virtual or physical and can be left blank.** |
| **Question** | **Comment** |
| 1. Where do I report to/what is my first action on day one of my placement?
 |  |
| 1. How do I access the building/placement website or intranet? (e.g. do I need swipe card access, a password?)
 |  |
| 1. Who do I report to?
 |  |
| 1. What is the start time and end time each day?
 |  |
| 1. If I have to travel to other locations/access other organisations’ information as part of my placement, how will I do this, and will I be reimbursed for using my own or public transport? Do I need to keep receipts?
 |  |
| 1. If I am expected to use my own car for business am I insured?
 |  |
| 1. Where can I purchase and eat my lunch?
 |  |
| 1. Do I need to bring/use any equipment of my own?
 |  |
| 1. How am I getting to the placement?

a) If by car where can I park and how much are the parking fees?b) What are the likely fuel costs?c) If by public transport what are the costs and timetable?d) Where is the nearest stop or train station? |  |
| 1. What is the required dress code? e.g.

- Formal - Informal- Uniform- Safety Wear |  |
| 1. What resources can I use to help me find out about the company?
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| **PART 3****Placement objectives****To help ensure you and your placement provider agree and understand what you will be doing, it is beneficial to consult with them when completing this section.** |
| **Overview of the placement** |
| Placement /Job Title |  |
| In general terms what am I expected to do? |  |
| **What are the most important tasks or duties I will be expected to perform?** **These should be discussed and agreed with your placement provider. Add additional rows as required.** |
| **1** |  |
| **2** |  |
| **3** |  |
| **When will I attend?** |
| **Tick each day you are expected to attend**  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| Daily hours anticipated |  |  |  |  |  |  |  |
| Anticipated number of days per week  | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** |
|  |  |  |  |  |

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| **In the table below please tick each key employability skill that is required and/or may be developed during the placement.** You can revisit this list during your placement to add examples of where you used these skills. |
| **Skill**  |  | **Skill** |  |
| Organisational skills |  | Teamwork |  |
| Ability To work under pressure |  | Perseverance and motivation |  |
| Leadership |  | Communication skills |  |
| Problem solving |  | Digital skills |  |
| Negotiation and persuasion |  | Commercial awareness |  |
| Willingness to learn new things |  | Adaptability |  |
| \*Other |  | \*Other |  |
| \*Please feel free to add a particular knowledge area, skill or skills that either you or your placement provider feel is important but is not on the list. It could be anything relevant to you or your placement for example: Managing ambiguity; creativity; etc. |
| **Key training that will be provided and the likely dates** |
| **Type of training** | **Anticipated dates of training** | **Please** **tick when completed** |
| **Induction** |  |  |
| **Heath and Safety** |  |  |
| **Emergency procedures, e.g. fire** |  |  |
| **Organisational procedures and behaviour (e.g. digital etiquette, customer service, safeguarding)** |  |  |
| **Specific training to undertake the role** |  |  |
| **Progress review/appraisal** |  |  |

**Supervision, support, feedback/appraisal**

Find out from your placement provider about how you will be supervised. For example, will you be closely monitored throughout your placement? Will this happen at first, followed by you taking more control yourself? What is the nature of the support you can expect to help you learn new things or manage when you feel uncertain or make mistakes? In addition to a formal appraisal, from whom will you receive feedback, and what will be the likely nature and frequency of the feedback?

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| **Type of contact** | **Brief details of planned arrangements** | **Tick if this happens/brief comments** |
| Supervision |  |  |
| Support |  |  |
| Feedback (informal and ongoing) |  |  |
| Progress review/appraisal (usually towards the end of your placement) |  |  |