

# Work-Related Learning Placement Portfolio

Student name.....

School.....

Placement company.....

Address.....

.....

.....

Contact person.....

Contact telephone number.....

Start date.....

## DEBRIEF AND FOLLOW UP NOTES

Back in school you should have the opportunity to talk and write about your experiences at work.

Think about your placement. Look through your Placement Portfolio and the Employer's Evaluation Form.

Compare your pre placement evaluation with your post placement form and highlight areas of improvement and areas still needing development.

Also look at what your employer has said about you and see if this matches your evaluation.

**With your teacher's assistance you will need to complete:**

- The Student's Evaluation Form
- The Personal Targets Review Sheet
- The Post Placement Self-Assessment Sheet
- Work Placement Final Review
- A thank-you letter to your employer

Use this Placement Portfolio as a point of reference for future interviews and employment and also your work in school.

You will need to ask your parent(s)/carer(s) to complete their section of the portfolio

### **Remember**

**Work-Related Learning is important and is a giant step towards employability. You can keep striding forward by asking more questions, finding out about career opportunities and continuing to improve your skills.**



# LETTER OF THANKS

Employers put a lot of time and effort into organising work experience placements and deserve a gesture of appreciation from their students. You should make a special effort to say thank you on the last day of your placement and send a letter of thanks the following week.

Below is a sample letter sent by a student to thank her employers. Use this and the special tips to help you.

5, Main Street,  
Newtown,  
Nottinghamshire.  
NG12 3AB  
26th March 2005

Ms. A Brown  
Managing Director.  
Fashion UK  
1, Nottingham Road,  
Newtown.  
NG32 1MU

Dear Ms. Brown,

I am writing to thank you very much for the opportunity to work with you during my work experience last week. I really enjoyed my time with you and found the work interesting and beneficial. I especially enjoyed learning about your work on developing waterproof fabrics. The research that I witnessed in that area was fascinating. My time with you will be very helpful and relevant to my GCSE studies.

Please pass on my regards to everyone who made my time with you so worthwhile, particularly Mr John Moore and Ms Veronica Doyle who gave me a lot of help and advice.

Once again, many thanks and my good wishes to you all.

Yours sincerely,  
**Lu cy Green .**

Lucy Green

Address your letter to the person who was in charge and interviewed you, even if you didn't spend much time with them during the placement itself.

Mention the things that you enjoyed but be brief. Include details about any specific incident or occasion which was memorable and helpful to you.

Write about what knowledge or skills you gained during the placement.

Refer to the people you particularly wish to thank by name and explain why you are especially grateful to them.

## Your envelope

Look at the position of the name and address on the envelope.

Make sure that you include the post code and remember your stamp.

1/2

1/3

**Ms A Brown**  
Managing Director  
Fashion UK  
1 Nottingham Road  
Newtown  
NG32 1MU

## POST - PLACEMENT SELF - ASSESSMENT FORM

Think carefully about how your abilities, skills and attributes may have improved. Discuss them with your parent(s)/carer(s) and teacher(s) and give yourself an honest rating against each one following your placement. Add any you have that may have been missed. Refer to this when completing your Personal Targets sheet.

**My Rating:**                    **1= I am very weak at this. 5=This is one of my strengths (Please tick)**

|   | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| I did get to places on time                   |   |   |   |   |   |
| I did travel to work on my own                |   |   |   |   |   |
| I did think for myself                        |   |   |   |   |   |
| I did get on with older people                |   |   |   |   |   |
| I did introduce myself to people effectively  |   |   |   |   |   |
| I did find out information about work/careers |   |   |   |   |   |
| I did show that I could be flexible           |   |   |   |   |   |
| I did show that I could be confident          |   |   |   |   |   |
| I did see a job through until the end         |   |   |   |   |   |
| I did cope with new or strange situations     |   |   |   |   |   |
| I did organise myself well                    |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| I was hard working and committed              |   |   |   |   |   |
| I was always polite                           |   |   |   |   |   |
| I was able to speak up and be assertive       |   |   |   |   |   |
| I did have high standards for my work         |   |   |   |   |   |
| I was positive and optimistic                 |   |   |   |   |   |
| I was enthusiastic                            |   |   |   |   |   |
| I did always try my best                      |   |   |   |   |   |
| I was truthful, honest and trustworthy        |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| I did show good communication                 |   |   |   |   |   |
| I was able to work in teams                   |   |   |   |   |   |
| I was able to solve problems                  |   |   |   |   |   |
| I did take some risks                         |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**NOW YOU HAVE COMPLETED YOUR ASSESSMENT, COMPARE THIS SHEET WITH THE ONE YOU COMPLETED BEFORE YOUR PLACEMENT.**

Signature.....Date.....  
(Teacher)

## WORK PLACEMENT – FINAL REVIEW

Why did you choose your placement?

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Was it suitable for your skills, interests and needs?

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What would you have improved about your placement?

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If you could choose again would you choose the same placement? If so why/why not?

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Would you be interested in following a career in this field? If so why/why not?

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What have you learnt that would be important in your future career?

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## PARENT(S)/CARER(S) COMMENTS

This page is for your parent(s)/carer(s) to write their comments after your placement.

Please include:

- Whether you think your son/daughter has benefited from their placement
- The effects it has had on their confidence, attitude and general outlook
- Any skills your son/daughter has developed
- How you think the placement could be improved

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Signed.....Date.....  
(Parent/carer)

**If you would like to offer a placement in your place of work for a student in the future please give the contact and company details below and a school representative will be in touch.**

Contact name.....

Company name .....

Contact telephone number.....

**THANK YOU FOR SUPPORTING YOUR SON/DAUGHTER  
DURING THEIR PLACEMENT**