## Sub Brand

**Industrial**

**Placement Diary**

(June 2013)

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| **Student Name** |  |
| **Student Number** |  |
| **Course Title** |  |
| **University Department** |  |
| **Orginisation &** **Job Title** |  |
| **Location** |  |
| **Supervisor/Line Manager Name** |  |
| **Visiting Tutor Name** |  |
| **Start date of Placement** |  |
| **End date of Placement** |  |

Contents

[Template Placement Diary 3](#_Toc359932714)

[Diary Final Statement 7](#_Toc359932715)

[Introduction 8](#_Toc359932716)

[A Guide to the Placement Diary 9](#_Toc359932717)

[What Employability Skills Am I building? 12](#_Toc359932718)

[The Engineering Technician and ICT Technician Standards of Competence 13](#_Toc359932719)

[The Institution of Civil Engineers 14](#_Toc359932720)

[Royal Institution of Chartered Surveyors (RICS) 15](#_Toc359932721)

**Release Info**

|  |  |
| --- | --- |
| **Month of Issue** | **Reason for update** |
| March 2013 | - |
| June 2013 | Addition of APC/RICS information |
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# Template Placement Diary

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| --- | --- | --- | --- |
| **Date** | **Work Carried Out** | **Knowledge/Experience gained or applied. (Please relate to technical and soft skills developed)** | **ENGTech/ICTTech competency OR ICE DO/Level \*** |
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# Diary Final Statement

(To be signed at end of Placement Contract)

**Supervisor**

I confirm that the information within this diary is a true and accurate record of the work completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during their Industrial Placement. I am aware that the information may be used by the Student to apply for accreditations from the professional body relevant to the student’s degree of study (for example IET, IMechE or ICE).

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Student**

I confirm that the information within this diary is a true and accurate record of the work I have completed whilst on Industrial Placement. I understand that any false records will void any application for accreditation from my professional body and result in a status of ‘Fail’ being recorded for the Placement unit.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Introduction

In order to ensure that each period of supervised work experience will contribute to the award of a sandwich degree and Diploma in Industrial Studies (for Mathematics and Surveying students only), as well as any of the accreditations by Professional Bodies, it is essential that this Industrial Placement Diary is correctly completed.

Students should note that the completion of this record is their responsibility. More pages should be created as required. Each page must be signed by the Industrial Supervisor. On your last working day you must get the Final Statement page signed off by your Industrial Supervisor.

Remember that the award of your sandwich degree, DipIS and EngTech or ICTTech registration (for ENG and SOC students) could depend on the impression created by this book so it is essential to keep it in good condition. Please type your part of each page and then print the page for your Industrial Supervisor to add their comments and signature.

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| School/Department | Successful students are eligible to apply for one of the following |
| **IET** | **IMECHE** | **ICE** | **RICS** | **DIPIS** |
| **ICTTech** | **ENGTech** | **ENGTech** | **Toward DO’s** | **Toward** **APC** |
| School of Computing |  |  |  |  |  |  |
| School of Engineering (ECNE) |  |  |  |  |  |  |
| School of Engineering (MPED) |  |  |  |  |  |  |
| Department of Mathematics |  |  |  |  |  |  |
| School of Civil Engineering and Surveying (Civ Eng) |  |  |  |  |  |  |
| School of Civil Engineering & Surveying (PD&QS) |  |  |  |  |  |  |

indicates which options are available to each school / department

# A Guide to the Placement Diary

All students, irrespective of Department/School, should complete a diary based on the template given in this document.

The diary is an important document: it is one of the main sources of evidence in determining whether your placement has been successful. Skimping on the diary undervalues all the other hard work you’ve put in during your placement year

***The Parts of the Diary***

The diary template asks you to provide the following data:

* *Date* – At the beginning of your placement and for the first two months you will be experiencing a lot of different activities and you should record this period on a daily basis. After the first two months your activities will be more focused on your job role and so you should record your activities on a weekly basis.

This should provide a summary of your week’s work and highlight any individual activities which have required a specific activity or focus this could be a single day.

* *Activity* – Provide a description of the tasks you undertook on the given date(s). These can be activities that are part of your regular schedule or specific activities that lead you to experience something new in your role such as the first time you go to a client meeting or a presentation to management or are moved to a new role or team.
* *What you gained from the activity* – This is more important than the activity itself. During the first few months of your placement, this is where you need to analyse what you gained from undertaking a particular task: it could be technical experience or something relating to your ‘soft’ skills such as dealing with difficult customers or problem solving in real time. As your placement progresses, this should then reflect how you are using your knowledge/skills and how you are able to support your professional development, as well as identify the professional competencies you are achieving through activities. You should be using your critical analysis skills here.
* *IET/ ICTTech Competencies, ICE DO’s* – the diary template includes the top level competencies and a link to the detailed breakdown. You should be entering the competency and sub-section for eg C5 or B3 (or the relevant DO and the appropriate level). You may enter more than one competency for each activity and there is some subjectivity: only you really know what you gained from a task. Use your judgement and provide the evidence in your activity record of how you achieved or can demonstrate the competencies identified.
* ***COMP and ENG students:*** *Remember that if you don’t complete the competencies column you will not be able to use your diary as evidence for the ENGTech/ ICTTech award and will therefore not be eligible for it*
* ***FOR CIVIL ENGINEERING STUDENTS ONLY –*** *if you complete a site diary as part of your daily duties, you may submit this in place of this template. (Please note, however, that it must still record your technical and soft skills development on an ongoing basis and will need to be submitted with the other formal assessment documents).*

***The Diary Structure***

The diary is actually a lot more flexible than it appears. The best diaries reflect the style of work that goes on in your placement.

If your work is project-based you can organise your diary around projects but the activities are on-going and so you should show dates to demonstrate how regular activities are managed and achieved. A general, basic guideline would be to produce a minimum of one template page for each fortnight – you might well want to write more and that’s fine but you shouldn’t be writing much less.

***Diary Questions***

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| --- | --- |
| **What if I undertake a lot of repetitive tasks?** | If you are doing a job where certain things take place every day or every week, you don’t need to repeat yourself. Create an entry or two at the beginning of your diary to cover work you do regularly (for example resetting user passwords or account profiles). You can discuss the value of these activities to your personal development just once then focus the rest of the diary on the other things you do. |
| **What if my work is project based and I don’t have a regular schedule of activities?** | If your work is project based then you can create diary entries organised around the project. You can have multiple rows relating to the same time period; you should, however, also pick out individual dates within that period where you did specific things such as site visits, presentations or created specific types of documents |
| **Should I record attendance at training courses?** | Absolutely! Every time you have a new experience that improves your employability you should include it in the diary.  |
| **Should I record periods of annual leave/other absences?** | Yes. It is important to record your holidays so that it is evident where you are away from your job. |
| **What about other kinds of one-off activities like attending recruitment fairs or participating in my company’s community or charity work?** | Any work-related activity that improves your employability should appear in your diary |
| **What if my role involves secret or commercially sensitive information? How can I record this without breaching my terms of employment?** | The diary is perfectly capable of dealing with secret or commercially sensitive data. You can use pseudonyms for client organisations or software that’s under development. Entries such as “tested web search algorithm for *project High-Flyer“* are not uncommon.If it’s been necessary to use pseudonyms or limit the information you can enter for security reasons, you should put a note at the top of the first page of the diary to let the marker know ***If you suspect you may be putting information into the diary that could cause problems, check with your manager.*** |
| **Should I keep my diary up to date or wait until the end of my placement?** | Leaving the diary until you’ve finished your placement is tempting but you should at least make notes as you go; you will not remember what you did at the beginning of your one year contract to write about it!There is some argument for completing just the dates and activities during your placement and deciding what you learned at the end when you have some perspective but it does have risks.If you complete the ENGTech/ ICTTech competencies/ICE DO’s as you go, you have the chance to identify possible gaps and discuss how you might fill them with your manager. |

***If you aren’t sure about your diary – check*. *You can ask your visiting tutor or the placements co-ordinator to take a look, providing you don’t leave it until the very last minute!***

# What Employability Skills Am I building?

Make a note in your diary to show which employability (or ‘soft’) skills you are developing during your placement. There are lots of different skills you could be using without even realising, and this list is not definitive but gives you a good starting point. (These are taken from the Council for Industry and Higher Education (CIHE) paper ‘Student Employability Profiles: A Guide for Employers’.)

1. **Cognitive Skills**

The ability to identify, analyse and solve problems, work with information and handle a mass of diverse data, assess risk and draw conclusions.

**Key words:** Analysis, Attention to detail, Judgement

**2. Generic Competencies**

High level and transferable key skills such as the ability to work with others in a team, communication skills, listening & questioning, written communication, influencing, planning and organising, having interpersonal sensitivity.

**Key words:** Image, Influencing, Interpersonal sensitivity, Listening, Organisational sensitivity, Planning and organising, Questioning, Teamwork/Working with others, Written Communication.

**3. Personal Capabilities**

The ability and desire to learn for oneself and improve one’s self-awareness – lifelong learning philosophy, emotional intelligence and performance. To be a self-starter and to finish the job

**Key words:** Achievement orientation, Adaptability/Flexibility, Creativity, Decisiveness, Initiative, Leadership and tolerance of stress.

**4. Technical Ability**

For example, having the knowledge and experience of working with relevant modern technology. The ability to apply and exploit information technology

**Key words:** Technical application, Technical knowledge

**5. Business and/or Organisation Awareness**

Having an appreciation of how businesses operate through having had (preferably relevant) work experience. An appreciation of organisational culture, policies and processes through organisational understanding and sensitivity. Ability to understand basic financial and commercial principles

**Keywords:** Commercial awareness, Financial awareness, Organisation understanding*.*

**6. Practical and Professional Elements**

The critical evaluation of the outcomes of professional practice, reflecting and reviewing own practice on an ongoing basis. Practice continuous professional development and expertise and project a positive, strong professional image at all times. Participate in and review quality control processes and risk management

**Key words:** Lifelong learning and development, Personal development, Process operation, Professional expertise.

(You can read the full paper online: <http://www.heacademy.ac.uk/assets/ps/documents/Student_Employability_Profiles.pdf>)

**NOTE: This Page Relates to School of Engineering & School of Computing Students**

# The Engineering Technician and ICT Technician Standards of Competence

Engineering Technicians and ICT Technicians are concerned with applying proven techniques and procedures to the solution of practical engineering and ICT problems. They can carry supervisory or technical responsibility and are competent to exercise creative aptitudes and skills within defined fields of technology. Professional Engineering and ICT Technicians contribute to the design, development, manufacture, commissioning, decommissioning, operation and maintenance of products, equipment, processes or services. They are required to apply safe systems of working.

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| **The Competence and Commitment Standard for Engineering and ICT Technicians**Technicians must be competent by virtue of their education, training and experience to: | For a full explanation of these competences so that you can identify them in your Industrial Placement Diary, please see the relevant Engineering Council web site (links below). |
| **A**  Use engineering or ICT knowledge andunderstanding to apply technical and practical skills. | Evidence that you have the know-how to do the job and are able to go beyond the immediate requirements and use your initiative and experience to solve a problem or improve a process. |
| **B**  Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services. | Contribute to one or more of these activities |
| **C** Accept and exercise personal responsibility. | Accept personal responsibility for seeing a process through to completion within agreed targets.  |
| **D** Use effective communication and interpersonal skills  | Show that you can: contribute to discussions; make a presentation; read and synthesise information; write different types of documents |
| **E** Make a personal commitment to a code of professional conduct, recognising obligations to the public , the profession and the environment | Show that you are aware of the standards to which all Technicians subscribe. |

Fully detailed individual competencies for each professional registration standard can be found online

**ICT*Tech*** <http://www.engc.org.uk/ecukdocuments/internet/document%20library/ICTTech%20Standard.pdf>

**EngTech**

<http://www.engc.org.uk/ecukdocuments/internet/document%20library/UK-SPEC.pdf>

**NOTE: This Page Relates to Students on Civ Eng courses**

# The Institution of Civil Engineers

**Completion of Development Objectives**

If you are taking the ‘one year work placement’ your assignment for this is to record your Civil Engineering experience from your work placement against the ICE Development Objectives. If you are planning to follow a career in civil engineering and become professionally qualified as an Incorporated or a Chartered Engineer, you will need to complete the Development Objectives to the appropriate level as part of the preparation for your Professional Review. The introduction to [3005A](http://www.ice.org.uk/Information-resources/Downloads/ICE-3005A---Development-Objectives) states that:

*‘Achievement of all the Development Objectives will not in itself make you a professionally qualified member of the Institution, but should ensure a sound and broad base upon which you can build the technical, professional and managerial competence that is required at the Professional Review’*

This process will take time and you should not expect to achieve all your Objectives during your placement. However, the experience that you gain on a work placement will make a valuable contribution towards your Initial Professional Development (IPD) and should be recorded against the Development Objectives.

Having started the recording process at university you will be in a stronger position when you continue your career after graduation

The ICE has produced an informal guide to recording your work placement, which can be found in the ‘Your Placement’ section of Moodle. It also gives details of the Objectives and the different ‘levels’ of achievement.

**For your formal University assessment, you must also complete the relevant Develop Objectives paperwork.**

**FOR CIVIL ENGINEERING STUDENTS ONLY –** if you complete a site diary as part of your daily duties, you may submit this in place of this template. (Please note, however, that it must still record your technical and soft skills development on an ongoing basis and will need to be submitted with the other formal assessment documents).

**NOTE: This page only applies to students on Property Development/Quantity Surveying courses**

# Royal Institution of Chartered Surveyors (RICS)

**Assessment of Professional Competence (APC) for Placement Students**

It is possible to start APC structured training at the start of a work placement. This is your own choice and must have the agreement and cooperation of your placement employer. (Note that it is not currently a requirement of the University’s assessment of the placement).

In order to take advantage of APC structured training you must:

1. Be an RICS student member
2. Ensure your employer has a ‘structured training agreement’ in place
3. Register for the APC with RICS – your enrolment must be completed by you AND your employer; RICS closing dates for enrolment are applicable
4. Comply fully with RICS requirements (See RICS *Candidate’s guide – graduate route to membership, July 2006* – available from <http://www.rics.org/uk/apc/apc-uk/apc-templates-and-supporting-documents/candidate-guides/apc-candidates-guide/>)

Your placement will still be an important feature of your CV if you do not start APC structured training on it. You will still be able to apply for the APC after graduation.

**Questions about the APC process?**

In the first instance, please speak to Stephen Neale (Stephen.Neale@port.ac.uk or 02392 842915).

You can also contact the RICS Contact Centre and ask for the name and details of the RICS Regional Training Advisor for the area where your employer is located (contactrics@rics.org or 0870 3331600)