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1 Introduction

This handbook has been produced to provide you with information about the arrangements for your industrial placement as part of your MSc course. Although you are working for an external organisation this year, you are still part of the University and the department is still concerned for your welfare and academic development. To this end you are registered as a student for this placement period and will pay fees to the University.

If you have any queries or concerns at any time during your placement, please do not hesitate to contact the Placement Office for independent and confidential advice. No problem is too small - the only stupid questions are the ones you don't ask!

Finally, good luck with your placement - have a fantastic time!

Sian Robson and Katie Van Sanden
Industrial Placement Co-ordinators
Direct Line: 01227 827168
Email: csplacements@kent.ac.uk
The timetable below is intended to give you a general idea of ‘what happens when’ during your placement year. It is based on doing a full year placement. Where your placement is agreed at the outset as being for a shorter duration then amended timescales will apply. Further details of these events are contained throughout this handbook.

<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENT</th>
<th>SEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. July or Sept 2018</td>
<td>Start your placement&lt;br&gt;Start Reflective Journal &amp; Portfolio&lt;br&gt;Submit contact details form &amp; induction checklist</td>
<td>Section 3 Appendix A &amp; B</td>
</tr>
<tr>
<td>Sept – Dec 2018</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; placement meeting (visit/call)</td>
<td>Section 4</td>
</tr>
<tr>
<td>Dec 2018 – Feb 2018</td>
<td>Carry out interim performance evaluation with your manager (suggested)</td>
<td>Appendix C</td>
</tr>
<tr>
<td>May – June 2018</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; placement meeting (for those on longer placement)</td>
<td>Section 4</td>
</tr>
<tr>
<td>31 July 2018</td>
<td>Deadline for submission of Placement Report, Portfolio and Reflective Journal</td>
<td>Section 4 Appendix D</td>
</tr>
<tr>
<td>October 2018</td>
<td>MSc Results issued</td>
<td></td>
</tr>
<tr>
<td>November 2018</td>
<td>Graduation (subject to the usual criteria!)</td>
<td></td>
</tr>
</tbody>
</table>
3 Starting Your Placement

3.1 Contact Details Form

Action: Return to university within 2 weeks of starting your placement!

During your placement, it is imperative that you keep the Placement Office informed of your contact details. You need to complete the Contact Details Form (appendix A) and return it to the Placement Office (csplacements@kent.ac.uk) by mail or e-mail as soon as possible. The form must be returned to the university within two weeks of starting the placement!

During the placement, the School of Computing will need to contact you at work to arrange your placement visits and with other important information. If you don’t provide these details, then we cannot arrange visits. If we can’t arrange visits within a reasonable timeframe, your placement can not be assessed and you will fail the industrial placement element of your course.

If your address changes at any time during the placement make sure you let us know immediately – this is your responsibility!

3.2 Induction Checklist

Action: Return form to University within 2 weeks of starting your placement!

On joining your placement organisation, it is your responsibility to make yourself familiar with how the organisation is run. To assist you in this task and to ensure that you cover the relevant safety issues, you are required to complete an Induction Checklist (appendix B) during your first week. You must sign and return this to the Placement Office within two weeks of starting your placement.

If you are unsure of any of the points raised, ask your work supervisor or human resources contact. Please let the Placement Office know if you have any further problems.

3.3 Reflective Journal & Portfolio

During the course of your placement you are required to keep a Reflective Journal. This is a personal document where you should keep an account of the work you are doing, training courses, visits and any other key development events or observations about working life. Alongside this you should retain a portfolio of internal reports that you have produced, minutes of meetings etc that you can use in support of the log.

The log is a multi-purpose document. In the shorter term, it will help to remind you of your key achievements, which is useful when you have performance evaluations, and enable you to complete the self assessment part of this form more easily; in the slightly longer term, it will provide evidence and inspiration for your final placement report; in the very long term it will be something you can look back on to refresh your memory as you prepare for graduate job interviews. It can be kept in paper or electronic form but it should be something you are able to access after you have left your placement. A log is also good practice in many high-tech engineering businesses when you are in permanent positions as they enable you to evidence that you are working over and above your role and go for promotions within whatever appraisal scheme the company works.

Appendix E has more detailed guidance on how to keep and maintain a successful Reflective Journal and portfolio.
4 Assessment

The academic credit from the Industrial Placement element of your Masters programme will vary depending on the duration of your placement. A full year is worth 120 credits.

The assessment of your placement will be made up of:

- A detailed Performance Evaluation form to be filled in by your manager and to be submitted at the end of your placement.
- A reflective Industrial Placement Report to be submitted at the end of your placement
- Your Portfolio and Reflective Journal that will sit alongside the other elements and demonstrate your personal and professional development over the course of the placement

Additional details, including strict submission deadlines, on each element of the overall assessment are provided below.

4.1 Visits

All students will receive at least one visit from the School of Computing. If you are on an UK placement, you may well receive more than one visit – where this is not the case we will expect to be able to schedule a teleconference/telephone call to cover the same agenda at various key points during your placement. The purpose of these visits is:

- To discuss your progress to date with both your supervisor and you; including reviewing your Reflective Journal and portfolio with you
- To ensure that you and your supervisor are fully aware of the methods of assessment that will be used for your placement
- To ascertain if there are any problems regarding confidentiality as you must be able to compose a written report at the end of your placement
- To remind you of deadlines and to ensure you are making progress towards production of the deliverables at the end of the placement.

We try to arrange the first placement visit/call within two to three months of your start date. The second visit typically takes place between May and June to ensure you have the guidance necessary to meet the final deadline, (31st July).

When you receive an e-mail from the School of Computing asking you to arrange the visit, make sure you check if your manager is available for the meeting. If your manager is busy, ask if another senior member of your team or a mentor who knows your work well can attend the meeting instead. You should also book a room for the meeting and inform your company’s reception of the visit. Finally, you should make sure the visitor knows how to find your company and provide directions if necessary!

For students on international placements, the number of visits and the timings will be different. Where possible, video or telephone conferences will be used to compensate for this.

If you have any problems, please do not wait for your next scheduled visit – call the Placement Office or your tutor immediately.
4.2 Performance Evaluation Form

This is completed by you (the self-evaluation) and your manager. The detailed evaluation paperwork will be discussed at your visit (see attached for format). The narrative part needs to show and refer to evidence to support quantitative marks and to justify high/low scores.

This is due on 31 July 2018. Electronic submission is acceptable – send to csplacements@kent.ac.uk.

4.3 Industrial Placement Report

The written report should be a detailed account of your work and personal development during the placement. The format of your report may vary depending on your industrial placement and the requirements of the organisation you are working for. It needs to include:

- A summary of what was done on placement
- Evidence of the integration of theory and practice, academic study and work-based experience
- Reflections on the acquisition (or not) of technical, business and personal skills
- Self-evaluation of performance and achievements
- Reflections on how the experience gained will influence your future career

The report can refer to the portfolio for evidence.

It is not too soon to start thinking about your report in March / April and you must check with your employer about any issues with confidentiality. If necessary, they can send guidelines to the Industrial Placement Co-ordinator regarding the extent of access they wish to permit to the project amongst University of Kent Computing staff.

Also, if past experience is anything to go by, major difficulties can be experienced in getting reports “cleared” by companies in time for the deadline. If the company is going to check through your report, you should have it finished at least a month before your end date to give them time to read it and advise you of any amendments before you leave.

Detailed report guidelines can be found in Appendix D.

Reports have to be received by the Placement Office by 31 July 2018.

4.4 Portfolio/Reflective Journal

Detailed Reflective Journal/portfolio guidance can be found in Appendix E.

Portfolio/Reflective Journal must be submitted to the Placement Office by 31 July 2018.

In normal circumstances there are no grounds to grant extensions to the deadlines – you have had significant notice! Penalties for late submission will be applied and are severe.
5. Money Matters

5.1 Tuition Fee

During your placement, you will still be a student at the University of Kent and you have to pay a tuition fee for the year. For 2018/17 the fee will be £865 for a 12 month placement. Shorter placements will be calculated appropriately, and credits will be re-attributed. Please contact the Placement Office as soon as there are any changes in the duration of your placement.

5.2 Money Matters in the UK

5.2.1 Paying UK Tax

The UK Tax Year runs from early April each year. Everyone who is resident in the UK for tax purposes has a ‘personal allowance’, which is an amount of income you are allowed to earn or receive each year tax-free. This tax year (2018/17), the basic personal allowance - or tax-free amount - is £11,000. After this you will be liable to pay income tax. This will generally be deducted at source by your employer, pro rata throughout the year. Although there are certain forms of income exempt from tax, namely grants and certain specified types of sponsorship, any income earned above the personal allowance will be subject to tax.

If you are working in the UK, your employer will deduct your tax under the PAYE (Pay As You Earn) scheme according to a code that is worked out by your local tax office (usually the tax office that the company uses). If you have worked before, make sure you take your P45 with you when you start work and keep all pay slips showing deductions. Obtain your P45 from your employer when you leave as this shows the total tax paid. If you have not worked before, your employer will ask you to complete a P46 when you start your placement. However, do not be surprised if you at the beginning of the placement you end up paying large amounts of tax, as before your code is worked out you may be put on an emergency code equal to the basic single person’s rate. The difference will automatically be refunded when the tax office works out your code.

If you work across two tax years (e.g. from September to the following August), the correct amount of tax should be deducted in the first tax year (Sept-April). Upon receipt of a P60 form, which you should receive in April/May, check this out with the personnel office of your employer, since at this stage you may be entitled to a tax rebate.

If your total income during a tax year is less than the personal allowance, you can claim back any tax you have paid by filling in a P50 form. These should be available through the Students' Union when you return and you can claim back the tax paid (in any part of a tax year) as long as you do not intend to earn any further cash before the end of the tax year.

When you finish your industrial year employment you will be issued with a P45. This form must be kept, so put it somewhere safe and don’t lose it!

5.2.2 Council Tax

During your placement year, you still have student status. This means that you are exempt from Council Tax. However, you will need a Council Tax Certificate from the University to prove this.

Council Tax Certificates are required by local councils as evidence of student status before exemption for council tax can be granted. You are only exempt from paying council tax from your
course start date to completion date. If your tenancy agreement starts before or goes beyond these dates, you will be liable for council tax for that period.

Council Tax Certificates are provided by the Student Records Office in the Registry. If your degree includes a placement year in the UK, certificates are available for collection prior to the placement start date. To get the certificate, you can use a secure online service that the university has implemented quite recently. This service can be accessed on https://securedocuments.kent.ac.uk

When you log on for the first time, you will be given a unique user ID. Please do not lose this. On logging into the site you will need to supply some basic security details so that the university can validate your ID. From this site you will be able to access and print your Council Tax Certificate, request one if yours has not yet been produced, and manage the release of your Council Tax Certificate to a third party (i.e. local authority) allowing them to verify the information on the university’s web site.

5.2.3 National Insurance

If you are an overseas student, you have to get a National Insurance number before you start work. Therefore, you must register at the DHSS to obtain a National Insurance number before you start work in the UK. To do this you will need to register with the DHSS with a letter regarding the work you wish to undertake, your passport and a letter from the university confirming that you are a registered year-in-industry student. To make an appointment, call 0845 600 0643. If you do not receive the number in time for the beginning of your placement, ask for a temporary number.

5.3 Money Matters Abroad

5.3.1 Paying Tax Abroad

The question of tax on earnings outside the UK is extremely complicated. The position regarding the taxation of earnings abroad depends on the country visited and the length and purpose of the visit. In any case two liabilities may be incurred:

(a) Liability to tax in the country in which the money is earned.

(b) Liability to UK tax in respect of earnings abroad.

Each country has its own method of dealing with the earnings of non-residents. These vary so widely that details should be obtained from the Revenue Authorities of the countries involved. Other people in your department or the UK Inland Revenue Overseas Division may also be able to offer advice. It is advisable to find out what documentation you will need to complete your tax return before you go.

If you are already working in the UK, you will probably need to fill in Form P85 and send it to the Tax Office. This is to let HMRC know that you are going to be out of the country, and it may help in the future if you have any problems with foreign tax. If you are not already working, there is no need to fill in this form.
6 Wellbeing

6.1 Health and Sickness

Ensure you register with a doctor local to your placement. Names and addresses are held at main post offices or can be found on the internet under on the NHS Direct pages, www.nhsdirect.nhs.uk. Finding a doctor once you are ill is far more difficult, as some surgeries require you to make one appointment to register, and then another one to actually see a GP.

Different employers will have different rules regarding informing them of sickness, usually you do not need a doctor's certificate for the first 7 days you are off work through illness, but you will need to complete a "self-certification" form for this period. Often you will be given one of these through your employer or you will need to pick one up from your local surgery. If your illness extends past 7 days (including weekends and days off), you will need a doctor's certificate. If in doubt, ask your manager at work.

It is important that you follow company guidelines on illness and their procedures. This will include reporting your absence to the relevant parties within a given period of the illness starting, usually reporting it to someone in your department or directly to HR on the first day of absence. Make sure you report your absence as early as possible on that day.

6.2 Safety

Wherever you are employed you should be briefed on the safety issues associated with your role and the site you are based on. This should preferably happen on your first day or at least during your first week and is included as part of the induction checklist that you must complete, sign and return to the university within this period.

Your employer will have a Health and Safety policy and they will be asked to confirm this to the University. We will also seek confirmation that they have appropriate policies in place for Equality & Diversity and have Complaints & Grievance Procedures. This will be done centrally and you do not need to send us documentation over and above completing the checklist (appendix b).

All employees in the UK are covered by the Health and Safety at Work Act (HASAWA). Under the terms of the Act the responsibility for the occupational health and safety of the employed students lies with the employer.

Nevertheless, as an employee, the student has duties to fulfil and failure to do so could result in a loss of the protection afforded by the Act. Section 7 of the Act reads as follows:

- It shall be the duty of every employee while at work
  a. to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;
  b. as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Where the reference is made to HASAWA it should be noted that the information given here is not an authoritative interpretation of the law, but is intended to give guidance to the placement student's position vis-à-vis the Act.
Therefore, for your own safety and that of others, ask detailed questions about using equipment or carrying out procedures with which you are not familiar. If you are not sure, do not proceed until instructions have been clarified.

6.3  Travel insurance for overseas placements

If you are going overseas for your placement you can apply for travel insurance under the University’s scheme by completing the forms online at least 5 days before you travel. These can be found at:

https://www.kent.ac.uk/finance-staff/services/insurance/studentfieldwork/index.html
<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement dates</td>
</tr>
<tr>
<td>Department name &amp; your job title</td>
</tr>
<tr>
<td>Company name and address</td>
</tr>
<tr>
<td>Nearest mainline station or tube, and distance (in time) from company</td>
</tr>
<tr>
<td>Daytime Telephone (work) and extension</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
<tr>
<td>E-mail at work</td>
</tr>
<tr>
<td>Supervisor’s name</td>
</tr>
<tr>
<td>Supervisor’s Telephone and email</td>
</tr>
<tr>
<td>Additional contacts at work</td>
</tr>
<tr>
<td>Accommodation address whilst on placement</td>
</tr>
<tr>
<td>Additional information</td>
</tr>
</tbody>
</table>
The following is a list of the essential information that should be included in your induction. This has been put together as a prompt for you to ensure you have the necessary information to settle into your placement quickly. Please note that, in addition to this form which needs to be signed and returned to us by you, the University's legal team will be sending an agreement to your employer regarding your placement.

Work Environment

- Introduction to key staff members and explanation of their roles so you start to learn who to go to for information and more importantly what goes on in your team
- Location of toilets, break areas, canteen etc., plus lunch, tea and coffee arrangements
- Dress code
- Car parking (permits etc)

Procedures

- **Misuse of e-mail policy**
  Many firms have stringent disciplinary procedures (some result in immediate dismissal) for the misuse of e-mail. Make sure you are clear about what you can and can't use the company system for. It is there for business purposes, so don’t assume it’s generally ok to contact friends, family etc. using this resource.

- **Use of web resources**
  Again many firms have very strong views on this. For example, all firms will take strong action for downloading 'inappropriate material'. Also find out about Facebook and similar sites.

- **Telephone procedures**
  Some departments will have a “correct” answering procedure for the telephone (particularly where the department has a customer facing role). It is generally the practice to answer with either your name or that of the department. You will need to know how to make calls internally and externally, how to transfer calls and record your own voicemail message.

- **Post arrangements**
  Where post is collected from and when and how your post is delivered to you.

- **Holiday arrangements**
  How to book and mark annual leave.

- **Sickness**
  How to advise your employer if you are sick and any requirements for certification or any forms to be completed.

Health & Safety Issues

- Emergency procedures
- Safety policy received and location known (usually every department will have one and it’s your job to know where it is and what’s in it)
- Location of First Aid box and First Aiders
- Fire procedures and location of extinguishers
- Accident reporting and location of accident book
- COSHH regulations/requirements (all electrical equipment is covered by this)
- Display Screen Equipment regulations/procedures
- Manual handling procedures (if any lifting required)
• Equality & diversity policy – the company should have one and you need to be aware of it
• Complaints & grievance procedures – in case you have any issues

If any of these aren’t covered in the first week, then ASK! Then return this form to Placement Office.

Checklist complete: Signed _____________________________  Date______________
Appendix C  PERFORMANCE EVALUATION FORM

Student ___________________________________ Course ________________________________

Company ______________________________________________________________________

Supervisor ___________________________ Contact details: ____________________________

Placement dates: From: ____________________ To: ________________________________

The following form has been designed with industrial partners to form a useful basis for a performance discussion between student and supervisor, as well as providing the University with essential feedback to grade the student. We therefore recommend that a mid-placement review be conducted using this form as well as the compulsory final review so that the student has the opportunity to gain maximum development from the placement.

A copy of this form must be completed by the placement supervisor and returned to: The Placement Office, School of Computing, University of Kent at Canterbury, Kent, CT2 7NF or csplacements@kent.ac.uk by 31 July 2018.

Thank you in advance for your co-operation.

Date Review Completed: ________________________________

Signed Supervisor: ________________________________

Student: ________________________________
GUIDANCE NOTES

The form is a mixture of written feedback and a marked scale. Prior to a review meeting the student and supervisor should both complete their draft form with the comments they wish to raise on each of the assessed sections and appropriate marks.

The drafts should be used by both parties as a basis for the performance review meeting and a final review form should be compiled with the main points of the discussion and signed. The “comments” sections can then reflect the outcomes of the performance discussion and if there are any additional comments to add please attach additional sheets of paper.

The following guidelines to the scale should be used:

5. **Exceptional performance** = performance always exceeds expectations, adds unique value to the organisation, demonstrating excellence and exceptional ability.

4. **Excellent performance** = performance consistently exceeds expectations, adds value to the organisation and demonstrates excellent ability in field.

3. **Good performance** = consistently meets expectations and is doing a fully competent job.

2. **Satisfactory performance** = performance generally meets expectations, however improvements can be made.

1. **Poor performance** = some attempt made but not meeting expectations.

0. **Unacceptable performance** = minimal or no attempt made in this area.

If you have any further queries regarding the use of this form please do not hesitate to contact the Placement Office on 01227 827168 or csplacements@kent.ac.uk.
Summary of student’s main job duties and assignment during review performance.

Supervisor’s overall comments on performance:
1. MANAGEMENT CAPABILITY AND DECISION-MAKING

Having a clear sense of priorities, logically analysing situations, exercising sound judgement and being able to display initiative in problem solving.

<table>
<thead>
<tr>
<th></th>
<th>Student’s Self Assessment</th>
<th>Supervisor’s Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judgement, evaluation of options and management capability</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Depth of task evaluation and suggestions for improved working methods</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Ability to work unsupervised and obtain advice when necessary.</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Time management and prioritisation</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Level of self-organisation</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
</tbody>
</table>

Student’s Comments:

Supervisor’s Comments:
2. RESOURCEFULNESS AND CREATIVITY

Tasks maybe highly technical and complex or straightforward and predictable, however resourcefulness and creativity is still crucial.

<table>
<thead>
<tr>
<th></th>
<th>Student’s Self Assessment</th>
<th>Supervisor’s Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquisitiveness and display of initiative</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Recognises and analyses practical constraints to problems</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Systematic approach to the solution of problems</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Knowledge applied to providing solutions to problems</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
</tbody>
</table>

Student’s Comments:

Supervisor’s Comments:
3. FUNCTIONAL/TECHNICAL SKILLS AND KNOWLEDGE

Development of functional and technical skills is an important facet of this programme.

<table>
<thead>
<tr>
<th></th>
<th>Student’s Self Assessment</th>
<th>Supervisor’s Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competence in application of methods, policy and procedures specific to the area, including the adoption of appropriate professional, ethical and legal practices</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Development of practical skills in specific projects and ability to develop theory in use</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Manages their own learning and development, grasps at all available opportunities to do so</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Understanding of how the department contributes to the business as a whole</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
</tbody>
</table>

Student’s Comments:

Supervisor’s Comments:
4. COMMUNICATION

For a business to work effectively there must be exchange of ideas, information and instructions making the ability to communicate in writing and verbally essential.

<table>
<thead>
<tr>
<th>Ability to communicate with colleagues and senior management</th>
<th>Student’s Self Assessment</th>
<th>Supervisor’s Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written communication and ability to convey information clearly and concisely</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Ability to listen, retain and appropriately use information</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Presentation skills</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
</tbody>
</table>

**Student’s Comments:**

**Supervisor’s Comments:**
5. TEAMWORK

Teamwork reflects interaction with others to achieve mutual objectives.

<table>
<thead>
<tr>
<th>Student’s Self Assessment</th>
<th>Supervisor’s Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work as a team member</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Contribution to team objectives and department as a whole</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Support of supervisors/seniors</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Display of professional attitude and adaptability</td>
<td>0 1 2 3 4 5</td>
</tr>
</tbody>
</table>

**Student’s Comments:**

**Supervisor’s Comments:**
6. RELIABILITY

Refers to “being there” and coming through time after time, project after project, completing tasks in a timely manner.

<table>
<thead>
<tr>
<th></th>
<th>Student’s Self Assessment</th>
<th>Supervisor’s Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level to which objectives have been completed by deadlines</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Time management and organisational skills including timely completion of “routine” tasks</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Punctuality</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Drive and self motivation</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5</td>
</tr>
</tbody>
</table>

Student’s Comments: 

Supervisor’s Comments:
Your Industrial Placement report is an integral part of your degree programme. The marks from the Report and supporting Portfolio/Reflective Journal go together with the Performance Evaluation that you and your manager will complete to provide the final overall mark for your year.

The purpose of this guidance is to provide an overview of what is required from/of the report and the format it should take. The details are not prescriptive and you should read these notes in the context of what has been discussed during your final placement visit and your particular placement experience.

**Submission**

Reports should be received in the Placement Office by **31st July**. This date applies regardless of the end date for your placement.

Reports can be submitted in paper or electronic format – ones that are emailed in will be printed off in black and white for marking purposes. Late reports will not be accepted and strict penalties will apply. Early reports will be welcomed and gratefully received.

If your company has strict privacy policies and your report needs approval by your manager and/or a legal team before submission, make sure you allow plenty of time for them to review your report before you need to submit it. This might take up to 4 weeks in some companies so find this out now who, (if anyone), needs to approve it and what the timescales involved are. Delays incurred in approving the report by your employer are not acceptable as reasons for late submission and it is your personal responsibility to submit the report by the deadline. An end of July deadline is right in the heart of the holiday season so build this into your plans – extensions will not be granted to compensate for lack or planning.

**Report Guidelines**

Although each report will vary depending on your placement, the Board of Studies recommends that the report should, wherever possible, follow the following guidelines and include the sections listed below:

1. **Abstract** – a short and effective summary of the report (not of your actual placement work per se). It will cover the purpose, structure and content of the report. An abstract is neither an introduction to the report itself nor a summary of its findings.

2. **Placement details** – clearly set out will be the name of the host institution and the relevant address, the name and job title of your supervisor and the period you worked together with your job title (if you had one).

3. **Contents Page** – an index of the whole report including an effective and clear page numbering system.
4. **Introduction** – An outline of the report structure and how you are approaching the writing of the report. It should also include background to your role and its place in the organisation, how your role contributed to the ‘bigger picture’. Potentially also your rationale behind choosing this placement and your objectives and/or expectations for the year. It is important to set the scene and the context in which you were working.

5. **Main body** will be structured appropriately for the kind of work you have undertaken in your placement and should include the following:

   - A description of the various tasks you undertook during the placement
   - The training, both formal (courses) and informal (on the job), undertaken in the period plus any other learning experiences
   - Any changes to the supervision or nature of the placement
   - Discussion about the outcomes of your work, or other influential impacts on you placement
   - Analysis of your thoughts, feelings and personal developments through the year
   - A description of the environment/context in which you were working – economically, culturally etc and any changes to this
   - Your observations on how you have developed during the year and how the work your were responsible for changed
   - Reflections on how your overall skills; technical, business and inter-personal, have developed over the course of the year.

6. **Summary** – A final round up about the key successes or otherwise of the placement and of the benefits you have gained from it. This summary is not about how successful your tasks were per se but on reflection, how you have benefitted (or not) from your overall experience in terms of knowledge, skills and personal development as an employee and a student. If you set out specific objectives at the start of the placement you should revisit them in the summary to say whether they have been met or not.

7. **Appendices** – Optional additions to illustrate details of the work and training undertaken. These must be properly referenced within the report and must be relevant.

**Some general points**

- The usual rules about plagiarism apply and if you are using other people’s text (e.g. from a company’s ‘About us’ webpage) or images, they must be attributed as such.
• Illustrations – may be used within the main body or in the appendix. Remember to give legends to figures and tables. Again these should be relevant but are very useful in breaking up large blocks of text and therefore aid the reader and the ‘business-like’ look of the overall report.

• Spellchecking and grammar – ensure that UK English is used and that the report has been fully spellchecked and proof-read. Poor grammar and punctuation or spelling distracts from the contents and provides an unprofessional feel to the report and loosens you marks. If this is not your strong point get help to address it.

• The report should be business-like in appearance and content but additional marks are not specifically available for binding or colour printing per se - though these may of course add to the overall mark for presentation.

• A successful and effective report does not necessarily emerge naturally from a successful placement. This is important to understand and to maximise your marks you must ensure that you are meeting the full objectives of the report and not just documenting what a great time or successful project you had.

• What you leave out is as important as what you include – we need to know what you did on placement but we do not need a day-by-day account of all your activities, what is required is a reflective review of your year and a report that highlights the learning that has come from it – it is worth checking the specific and generic learning outcomes from the module to ensure you get this focus.

• If things changed during your placement – you moved teams or had a number of different managers during the year - then it is useful to reflect on this experience.

Common mistakes

• Not reading the guidelines: Students don’t always read the guidelines, so they don’t include an abstract, contents page etc. as instructed. This does lose them marks and makes a poor impression from the start of the report.

• Layout: This should be a professional report, so number the pages. Have numbered sections and sub-sections and title them appropriately. Then present a full contents page. Do not have a section called ‘Main Body’. Also, if you get to 2.1.3.4(b)ii then your numbering probably isn’t right!

• Analysing: Some students have just described what they have done during the year. However, remember it’s an analytical report, so you need to draw conclusions about what you have got out of the year too. It’s not what you did whilst on placement that counts but what you learned from doing it.

• Planning: Some students just start writing their report without drafting a plan first. Their reports tend to be disjointed and difficult to follow. You have a whole year to present here, so take some time to think through what your main parts are and write up a plan before you start. You do not need to include everything you have done, so planning will help you to select the most relevant tasks, experiences and learning points.

• Transcribing their diaries: There is a tendency for some students to take a historic approach to the report listing what they did from month to month without making the
leap to reflecting and evaluating this work and looking for themes, skills and experiences that have evolved. This is where a Reflective Journal is of value!

- **Scene setting** – some students miss out this section completely and make no connection between the work they have been doing and the internal/external customers/stakeholders involved – even if you have had no customer contact there is still a reason why you were employed and it is important to identify this. Conversely other students provide an elongated history of their industry and the company that is not pertinent.

- **Company website** – in the scene setting section students often use information about the history of the firm from the company website but from a reader’s perspective it is easily identifiable as using a different narrative style or type of language. Either reword this material or ensure it is attributed.

- **Proof reading**: Quite a few reports are full of spelling mistakes and garbled sentences that make no sense. Get a third party to read your report for you highlighting any errors or areas they don’t understand. Your supervisor may do this for you, or a parent or even a friend from the course for whom you could reciprocate the favour.

_Frequently Asked Questions_

1. **How long should the report be?**
   There is no minimum length for the report, and it should be written as concisely as possible. The actual length of the report will depend on your placement. Although not a formal limit, normally an upper limit of some 25 pages is appropriate. Appendices are not included in this count.

2. **Who is the audience?**
   The audience for your report is a general group who has no prior knowledge of your placement. You are not aiming it at a specific person or persons so you will need to make sure they understand the industry and context in which you have been working. There should be enough technical content to get a feel for your role. This can be discussed at the visit(s).

3. **How should the report be presented?**
   Look at reports in your workplace, see how they are laid-out and maybe use a similar style. Reports should be typed, single line spaced in a font no smaller than 11. The report should be appropriately sectioned and numbered, and there should be a contents page with all the section and page numbers on it. Large blocks of text do not make it attractive to the reader.

4. **Where do I submit the report?**
   Reports should be submitted directly to the Placement Co-ordinator in person, by mail or by e-mail. You will be sent a receipt. If you wish to hand in your report and the Placement Co-ordinator is off campus, please leave it with the CAS office. Receipt of all reports will be confirmed, so please chase if you do not hear anything! Reports submitted by email need to be received by 23.59hrs on 31st July. Keep a copy of your report.

5. **What format should my report be in?**
Reports will only be accepted as a printed copy or electronically as a PDF or Word file. No other formats will be accepted. If you are submitting it in word format it will be printed locally so this should be allowed for in any page breaks/special margins that are set etc.

6. **Will someone check a draft of my report before I submit?**
   You can only submit your final report to the University for marking. If you want your report checked then it is strongly suggested you ask someone in your workplace for their advice. At your visit (or subsequently) the Placement Coordinators are able to review an outline or plan of your report to ensure you are on ‘the right lines’. You can obviously look to your manager/colleagues for input on your report but should always bear in mind the specific UoK criteria and requirements.

7. **Will I get feedback once it’s marked?**
   The report is treated as an exam paper and will not be returned to you. A high level summary of the findings from the marking can be shared with you after the marks are published.

If you have any further questions please do not hesitate to contact the Placement Office!
## Marking Guidelines

<table>
<thead>
<tr>
<th>Comments</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Organisation</strong></td>
<td></td>
</tr>
<tr>
<td>Report contains abstract, placement details, contents page, introduction, logically structured main body, summary and appropriately referenced appendices and illustrations</td>
<td>15</td>
</tr>
<tr>
<td><strong>Scene Setting</strong></td>
<td></td>
</tr>
<tr>
<td>Background to company, department and student role</td>
<td>10</td>
</tr>
<tr>
<td>Demonstrates a good understanding of organisation</td>
<td></td>
</tr>
<tr>
<td>Intro to the report structure</td>
<td></td>
</tr>
<tr>
<td><strong>Comments on Learning</strong></td>
<td></td>
</tr>
<tr>
<td>Analysis of work undertaken in terms of personal development and knowledge gained</td>
<td>30</td>
</tr>
<tr>
<td>Description of training, both formal and informal (on the job)</td>
<td></td>
</tr>
<tr>
<td>Analysis of thoughts, feelings and personal developments through the year</td>
<td></td>
</tr>
<tr>
<td><strong>Work Description</strong></td>
<td></td>
</tr>
<tr>
<td>Description of work undertaken including discussion of outcomes</td>
<td>30</td>
</tr>
<tr>
<td>Awareness of business environment</td>
<td></td>
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<tr>
<td>Description of other impacts on the placement</td>
<td></td>
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<tr>
<td>Analysis of thoughts, feelings and achievements through the year</td>
<td></td>
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<tr>
<td><strong>Presentation</strong></td>
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<tr>
<td>Professional layout including appropriate headings and numbering system in line with contents page</td>
<td>10</td>
</tr>
<tr>
<td>Appropriate use of diagrams and illustrations</td>
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<tr>
<td><strong>Spelling/proof reading</strong></td>
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<tr>
<td>Has the document been accurately proof read?</td>
<td>5</td>
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<td><strong>TOTAL</strong></td>
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Using a portfolio and Reflective Journal to help develop your skills, attitudes and outlook within a professional context is a useful discipline, a well recognized practice in the professional arena and something you should maintain throughout your career. It is for this reason that the Reflective Journal and portfolio are important deliverables for your placement assessment.

The Institution of Engineering and Technology (IET) has a “Quick Start Guide for Professional Development” which you can find at:

http://www.theiet.org/membership/career/cpd/how/quickstart.cfm

If you want to look at their suggestions about how to keep a Reflective Journal and portfolio then the Institute of Physics, The Royal Aeronautical Society, The Institution of Mechanical Engineering and the IET have put together a website about “Recording Your Professional Development”. See:

http://www.pd-how2.org/

You might also take a look at how the British Computer Society addresses personal development.

**Reflective Journal**

A Reflective Journal is a means of recording your learning and your reflections about what you have learnt and how the skills and knowledge gained might have influenced both your attitude and approach to how you undertake your work in the future. In addition to the new things you will learn on your placement you will probably use skills and understanding learnt in the taught part of your programme. It is worth reflecting about how you have used this understanding in a work context well as about new learning.

The learning outcomes of placements are generally specific to each placement. However, there are generic learning outcomes for all placements. These you will find in the specification of the placement module you are taking. You should reflect about how your placement has helped you to achieve these as well.

A Reflective Journal’s purpose is to help you understand how you have developed, your achievements (and failings) so that you might better plan your future. It is not a detailed account of the artefacts or other deliverables you have produced, e.g. coding, work logs, etc., so should not contain program listings, etc. It is supported by evidence recorded in your Portfolio.

Basically, a Reflective Journal is an account of:

- What you have done;
- Why you did it;
- What skills you have learnt;
- How such knowledge has been applied;
- ….. and any other activities that may be useful.

Its purpose is to help you understand:

- how the work was approached;
- how difficult it was to do;
- what might you do differently next time;
- What feedback might you need;
• How it has affected you (insights, understanding, etc.).

Get into the habit of regularly recording these things in your Reflective Journal. You might find it useful, when similar situations, requirements, etc., arise to be able to go back and see how you dealt with them in the past. Your recording may also help you understand how you are progressing towards your personal professional goals.

Periodically, say once every two or three months, it is beneficial to review your Reflective Journal to help understand how you are progressing. This is particularly the case if you have set yourself career competencies that you wish to develop.

**Portfolio**

This is where you keep examples of your work, which provide evidence to support your Reflective Journal (and illustrate your competencies). The types of things it will contain will vary depending on the types of activities you undertake and might include the following:

• Artifacts (screenshots, design diagrams, etc.);
• Tasks;
• Plans and proposals;
• Letters, reports minutes;
• Other things that might be useful include your CV, job description, etc.