

## Assessment Brief 2025/26

| A: Assessment Details                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Module Title                                              | Professional Placement / Professional Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Module Code                                               | WB7103 / WB7104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Module Leader                                             | Sue Ollerhead / Trina Roberts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Component Number                                          | 1 of 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Assessment Type, Word Count & Weighting                   | <p>Portfolio of evidence, 10,000 words or equivalent, 100% weighting</p> <p>Portfolio, comprises of:</p> <p style="padding-left: 40px;">Element 1 - Placement / Project Scoping Document (PSD) (1,500 words),</p> <p style="padding-left: 40px;">Element 2 - Client Impact Report &amp; Artefact (CIR) (7000 words),</p> <p style="padding-left: 40px;">Element 3 - Conference Event (full day).</p> <p style="padding-left: 40px;">Element 4 – Evidence and Reflection (1,500 words)</p> <p>Each element is a pass or fail – all elements need to be passed to complete this assessment.</p>                                                                                                                                                                                                                                                                                                                                                                            |
| Submission Deadline Date                                  | <p><b>These dates are for student in Cohort 1 - Oct 2024 Start only</b></p> <p><b>Element 1 – Placement / project scoping document (PSD)</b><br/>Submission due <b>27<sup>th</sup> Oct 2025 by 13:00</b> (cohort 1 Oct start)<br/>7-day submission window closes 3<sup>rd</sup> Nov by 13:00</p> <p><b>Element 2 – Client impact report (CIR)</b><br/>Submission due <b>19 Jun 2026 by 13:00</b> (cohort 1 Oct start)<br/>7-day submission window closes by 26<sup>th</sup> June 2026 by 13.00</p> <p><b>Element 3 – Conference showcase event - 15 June 2026</b>, as per timetable. There are <b><u>no extensions possible for this element.</u></b> All students must attend the full conference event on the date advised. Nonattendance will result in a fail.</p> <p><b>Element 4 – Portfolio of Evidence &amp; Reflection</b><br/>Submission due <b>25<sup>th</sup> Sept 2026 by 13:00</b><br/>7-day submission window closes 2<sup>nd</sup> Oct 2026 by 13.00</p> |
| Is this assessment eligible for a 7-Day Submission Window | <p><b>Yes</b>, for Elements 1, 2 and 4</p> <p><b>No</b>, for Element 3</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                      |                                                                                                                 |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Submission Instructions                              | Element 1 – submit one word document to the dedicated Turnitin link                                             |
|                                                      | Element 2 – submit one word document to the dedicated Turnitin link                                             |
|                                                      | Element 3 – attend the full conference event to show case artefact / impact and sign in via the attendance app. |
|                                                      | Element 4 – submit one word document using the dedicated Turnitin link                                          |
| Feedback Return Date                                 | <b>Within 20 term-time days after submission deadline date</b>                                                  |
| Is this assessment eligible for In-Year Reassessment | <b>No</b>                                                                                                       |

### **B: Assessment Task**

Create a portfolio of evidence which outlines your preparation, progress, impact, outcomes and reflection on a work-based placement or project. Use the guidance below and templates provided to complete this assessment task.

### **C: Specific Criteria, Guidance & Support**

#### **Assessment requirements**

This module and associated assessment asks you to undertake a professional placement / project in order to gain practical knowledge and skill which can be used to enhance your work readiness and increase your employability prospects at higher skilled graduate level employment, classified as higher skill level, (job code index 1, 2 or 3), on CASCOT job classification code index (<https://cascotweb.warwick.ac.uk/#/classification/soc2020> or [Click here to access the CASCOT occupational coding tool](#) and / or [Click here to see more information on UK Skilled Worker occupations and codes](#)).

The placement / project needs to be undertaken in collaboration with an organisation / sponsor which is relevant to both your degree specialism and your future career aspirations – suitability of the placement / project needs to be confirmed by you tutors before the placement / project begins – contact the Course team immediately if you do not have your placement / project opportunity fully approved and authorised.

The placement / project enables and supports you to explore and develop feasible, realistic solutions to real-world organisational challenges. During your project / placement journey you will be building your experience (and your CV), by acting as self-motivated, self-managed individual who is demonstrating that you have the professional skills to undertake a higher level skilled role today, in doing this while you will agree the initial objectives, working practices and desired outcomes with your sponsor / line manager at the start of the project / placement, the expectation is that you will be responsible for proactively planning and executing the desired tasks and providing regular monthly progress reports to your sponsor / line manager and academic supervisor.

The expectation is that you will act like a professional highly skilled individual who will produce high quality work on time to the required standards, be proactive and contact supervisor / work-based lead or sponsor to agree dates and set up meetings etc whilst also providing updates on your progress with delivering the project / placement aims / objectives, and adjusting your plans as required to meet the emerging needs without very much day to day line management or time resource from the organisation – this way you can add maximum value and showcase how you can be an asset to the company / institution.

## **Assessment Format / Structure**

To help you demonstrate your work readiness and increased employability gained through this 'professional work-based journey', you are required to complete and pass all elements of the assessment: 1,2,3 and 4: essentially, they cover

- 1) – Your preparations, (Project / Placement Scoping Document)
- 2) – Your journey, progress, outcomes and impact, (Client Report and Artefact)
- 3) - Your opportunity to share the outcome and impact you have had, (Conference event), and
- 4) – Evidence of your engagement throughout and a reflection on your learning experience (Portfolio of Evidence and Reflection)

Templates are be provided for

- 1) the Scoping Document,
- 2) the Client report, and
- 3) the Portfolio
- 4) Monthly Attendance
- 5) Monthly Progress report
- 6) Monthly Supervisor contact

These templates **MUST** be used. You can include additional sections to suit your project / placement if relevant. You have more flexibility on the format of the artefact and the event, for example the artefact needs to be specific to your placement / project i.e. you may show a new policy you created, slides from a training presentation you led, video footage, marketing campaign, report, photos of before and after, an infographic to name a few examples – in all cases, please discuss the potential format of your artefact with your supervisor and module team in advance.

### **Element 1 - Project / Placement Scoping document (c. 1,500 words)**

You must use the template provided to structure your assessment, complete all elements and discuss relevant information with your supervisor / project sponsor / Line Manager before submission as this is your opportunity to plan and prepare fully for your assessment. You can add sections to the template but must not remove any.

### **Element 2 - Client impact report and Artefact (c. 8,000 words)**

You must use the template provided to structure this element of the assessment, complete all selections. You can add more sections and information if this is relevant to your assessment, you must not remove sections of the template.

### **Element 3 - Conference event (all day event)**

You must attend this showcase event, where you will display / share your unique artefact which demonstrates the outcome and the impact your placement / project has had and could have moving forward. Your artefact can be in a variety of formats that suit your unique placement / project (discuss options with your sponsor, work-based lead or sponsor or programme team), for example details of a policy you researched, developed and implemented, slide deck of a training event you planned and delivered, key changes you made, outcomes of any actions.

### **Element 4 - Portfolio of Evidence and Reflection (1,500 words)**

You must use the Portfolio template provided to show evidence that you have completed all the elements, the required hours of hours and reflected on your experience.

### **Core actions / essential evidence**

Please note that throughout the assessment there are some **essential core actions** that needs to be completed which show your engagement and progress on your work-based journey, (evidence of this is needed as part of the portfolio element).

Students should review the Assessment Checklist which can be found in the Moodle module assessment tile.

- 1) Monthly Attendance timesheet – submitted by you monthly to your supervisor as directed by the course team,

- 2) Monthly progress update with Red, Green and Amber (RAG) rating – submitted by you monthly to your supervisor as directed by the course team,
- 3) Attend monthly supervisor review meetings as agreed with your supervisor

Students who fail to provide these essential core actions monthly will be reported to the Course team and if applicable study visa team. To pass this assessment these actions must be completed as directed so that you can show that you have completed the required hours and engaged in a meaningful work-based activity.

This assessment is pass or fail - please see the rubric for more detail about how this assessment is marked.

### **Module and Assessment support**

Although you will be self-managed professional while on placement / project you will continue to be supported by several people and services, such as:

- an academic supervisor – who will be available to regularly discuss your progress and support academic matters,
- a placement line manager or project sponsor who is the client who you will be preparing your client report for and will be available for any work-based specific questions,
- the 2 Year Masters programme team,
- the Moodle sites with FAQ's, Padlet for any further questions,
- check points and assessment recap session with the 2 Year Masters programme team (check your timetables regularly), and
- you will also have continued access to a wide range of excellent student services support and advice such as careers, library, well-being services.
- Tutors on the module will be able to advise and support you with the assessment, please ensure you attend the dedicated assessment briefings sessions and classes where this assessment is discussed.
- You may also wish to contact the [Academic Skills Team \(ASk\)](#) for additional support.

### **Referencing**

You must use the APA 7 Referencing system in the style set out by [Cite Them Right Online guidance](#). **This includes providing the page number as well as the author's surname and date for all in-text citations, not just for direct quotes.**

There is guidance on how to reference artificial intelligence generated content in the [Generative Artificial Intelligence \(GenAI\) moodle module](#).

## **D: Competencies / Learning Outcomes**

This assignment will show that you are able to:

1. Develop practical and transferable skills, knowledge and behaviour and demonstrate the application of these in an appropriate organisational context.
2. Plan, prepare and manage professional development and interests in line with personal career aspirations.
3. Learn, understand, and appreciate relevant real-world management challenges, using this insight to propose / create / implement solutions for enhanced professional practice.
4. Apply and increase theoretical knowledge and understanding through observation, research, and insights derived from working with an organisation, demonstrating how these have been applied and with what impact.

## **E: Key Resources.**

This list is not exhaustive:

Becker, F., & Wortmann, J. (2021). *Mastering communication at work: How to lead, manage and influence* (2nd ed.). McGraw-Hill. [electronic resource]

Clarke, M. (2009). Plodders, pragmatists, visionaries and opportunists: Career patterns and employability. *Career Development International*, 14(1), 8-28.

Cottrell, S (2023). *Critical thinking skills: Effective analysis, argument and reflection* (4th ed.). Bloomsbury Academic. [electronic book]

Cottrell, S. (2021). *Skills for success: Personal development and employability*. Red globe.

Felstead, A., Fuller, A., Jewson, N., & Unwin, L. (2009). *Improving working as learning*. Routledge.

Forsyth, Patrick (2019). *Successful time management: How to be organized productive and get things done* (5th ed.). Kogan Page.

Frigerio, G. (2010) Reinventing careers: Creating space for students to get a life. *Journal of the National Institute for Career Education and Counselling*, 26, 9-14.

Theobald, T (2022). *Develop your presentation skills: How to inspire and inform with clarity and confidence* (5th ed.) Kogan Page. [electronic book]

## F: Submission Guidance

- You must submit assessments in Microsoft Word
- The file must be no larger than 100MB.
- Your writing is expected to conform to Standard English in terms of spelling, syntax, and grammar.
- Include your word count at the end of the assignment or the front cover.
- Set up your page for A4 paper in portrait style.
- The font size must be a minimum of point 12 Calibri (or equivalent) for the body of the assessment-
- Line spacing in the body of the assessment must be 1.5 lines.
- Number the pages consecutively.
- Students should submit work **before 1pm UK/BST** time (unless otherwise specified above in part A) on the deadline date electronically via Moodle. Please follow the 'Turnitin submission' link on the module space and follow the on-screen instructions, paying particular attention to any specific instructions for each assignment.
- You must submit your work with the following details written on the first page:
  - Title of your work
  - Module title and code
  - Module Leader and Seminar Tutor (if relevant)
  - Number of words
  - Your student assessment number (J Number)

Student work that does not have this information on will not be identifiable after marking has taken place and risks being recorded as a non-submission.

## G: Academic Conduct and Penalties

It is your responsibility to ensure that you are familiar with all of the information contained in this brief as failure to do this may impact on your achievement.

Please refer to the various Assessment Guidance below for detailed information on:

[Academic Conduct](#)

[Excess Word Count Penalties](#)

[Cite Them Right Online guidance](#)

[University Generic Marking Criteria](#) (Found within appendix 5D, 5E, 5F and 5H of the 'Assessment' Quality and Standards Manual)

## H: Use of Artificial Intelligence (AI) Tools

Use of Artificial Intelligence (AI) Tools for this assessment.

For this assessment task:

- ☐ You may not use AI tools for this assessment
- ☐ You may use AI tools to:
  - ☐ Structure and plan your assessment (including use of AI tools for literature search).
  - ☐ Get feedback recommendations on your writing style or tone.
  - ☐ Summarise text, notes or data.
  - ☐ Explain concepts.
  - ☐ Analyse content or data.
  - ☐ Generate ideas, concepts or arguments to include in your assessment.
  - ☐ Generate text to add to your assessment.
  - ☐ Generate images to add to your assessment.
  - ☐ Write computer code.
  - ☐ Translate or as language support.
  - ☐ As outlined below:

The University [Academic Conduct Policy](#) explains how students are expected to take responsibility for the fair presentation of the contents of any work they present for assessment. This includes acknowledging the use of Artificial Intelligence tools. Breaching the academic conduct policy can have serious penalties.

## I: Extensions, Deferrals and Assessment Regulations

For the 25/26 academic year:

- Students no longer need to self-certify in support of a request to submit up to 7 calendar days late as there will now be a 7-calendar day submission window from the date of the deadline (where applicable), during which students can submit without penalty.
- Where a submission window exists, once this closes after the 7 days ***no further submissions are allowed***.
- If a student hasn't submitted their assessment by this point, or if they have submitted the assessment but feel their performance was affected, they then have a further 7 calendar days from the closure of the submission window to submit a deferral request (see below), and in all cases, evidence will be required to support the deferral.
- If a student does not complete the assessment, does not submit the assessment within the 7-day window, and does not defer, a non-submission (zero) will be recorded.

On the Registry [Exceptional Circumstances](#) Portal page you can find details on:

- The evidence needed to be granted a deferral of the assessment, without penalty, to the next assessment point

The online application system for these is available via: <https://v3apps.chester.ac.uk/oed>

**J: Rubrics and Criteria**

Please see attached rubric for the assessment (Appendix 5E).

This module is marked on a pass or fail basis. See Assignment Details & associated rubric for full details of what needs to be evidenced in this assessment.

This rubric is designed to provide transparent and consistent assessment criteria for the WB7103 / WB7104 module. The assessment is pass or fail (Pass 50 >, Fail <49)

Work will be assessed using the four standard level 7 criteria using a Pass or Fail descriptor which focuses on professional practice, reflection, career development action and career readiness.

| Criteria                        | Pass<br>(50%>)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Fail<br>(<49%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Knowledge and understanding     | <p>Placement / project falls in line with degree specialism, career aspirations and a higher level skills role (CASCOT occupational codes 1, 2 or 3 are suitable at this level of study – visit <a href="https://cascotweb.warwick.ac.uk/#/classification/soc2020">https://cascotweb.warwick.ac.uk/#/classification/soc2020</a> or <a href="#">Click here to access the CASCOT occupational coding tool</a> and / or <a href="#">Click here to see more information on UK Skilled Worker occupations and codes</a>)</p> <p>An informed, realistic understanding of the sector / industry, its challenges, opportunities and future needs.</p> <p>The project / placement is clearly explained, with well- defined purpose, aim, objectives.</p> <p>Evidence that the value of this project / placement has been considered and an explanation of where and how the potential value will be materialised, measured, and shown.</p> <p>Demonstrates a sound level of understanding of the key practices, policies, theories, resources, and actions required to in preparation for and during a professional work-based project / placement.</p> <p>Convincing self-managed proactive plans / actions demonstrated to prepare and undertake placement / project.</p> <p>Evidence of knowledge and understanding of the operating contexts of the sector / industry, its challenges and opportunities and the key skills, knowledge and behaviour that is required today and in future.</p> <p>Comprehensive, critical understanding of relevant practices, theory and sector context. Strong alignment to placement/project and specialism adding clear value.</p> | <p>Placement / project does not fall in line with degree specialism, career aspirations and a higher level skills role (CASCOT occupational codes 1, 2 or 3 are suitable at this level of study – visit <a href="https://cascotweb.warwick.ac.uk/#/classification/soc2020">https://cascotweb.warwick.ac.uk/#/classification/soc2020</a> or <a href="#">Click here to access the CASCOT occupational coding tool</a> and / or <a href="#">Click here to see more information on UK Skilled Worker occupations and codes</a>)</p> <p>Missing, incorrect, or vague understanding of the sector / industry, its challenges, opportunities and future needs.</p> <p>Lack of or no relevant, convincing explanation of the project / placement purpose, aims and objectives.</p> <p>Limited or no evidence that the impact and value of this opportunity has been considered. Limited or no evidence of where the project / placement will add value in a real-world setting.</p> <p>An overall lack of knowledge and understanding of professional practice in relation to planning for and undertaking a professional work-based project / placement.</p> <p>Limited or no knowledge and understanding of operating context within the sector / industry, its challenges, opportunities, key theories, practices, models and processes that are relevant to / and required within the industry context and the organisation.</p> |
| Cognitive and Reflective Skills | <p>Evidence that relevant theory / knowledge has been applied in practice in a professional way in line with placement / project aims</p> <p>Clear evidence that tasks / actions have been applied in alignment with the student's degree specialism, career goals, and appropriate professionally skilled worker level (CASCOT occupational codes 1, 2 or 3 are suitable at this level of study – visit <a href="https://cascotweb.warwick.ac.uk/#/classification/soc2020">https://cascotweb.warwick.ac.uk/#/classification/soc2020</a> or <a href="#">Click here to access the CASCOT occupational coding tool</a> and / or <a href="#">Click here to see more information on UK Skilled Worker occupations and codes</a>)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Limited or no evidence that relevant theory / knowledge has been applied in practice in a professional way in line with placement / project aims</p> <p>No clear evidence that tasks / actions have been applied in alignment with the student's degree specialism, career goals, and appropriate professionally skilled worker level or tasks outlined are not in line with a higher skills role (CASCOT occupational codes 1, 2 or 3 are suitable at this level of study – visit <a href="https://cascotweb.warwick.ac.uk/#/classification/soc2020">https://cascotweb.warwick.ac.uk/#/classification/soc2020</a> or <a href="#">Click here to access</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | <p>Examples of evidenced based, informed research, decision making and application in line with project / placement aims and objectives.</p> <p>Demonstrates continuous professional development through critical application, reflective practice and tailored application of professional and self-development theories, models, practices and activities relevant to the sector and individual.</p> <p>Evidence of contextual awareness, in articulating how the project / placement adds clear value and addresses sector-specific challenges and opportunities.</p> <p>The project / placement and individuals' impact and value has been evidenced, measured and clearly articulated consistently throughout the work and are highlighted in a compelling, convincing artefact.</p> <p>Outcomes and impact are clearly defined and articulated in the work and in the artefact.</p> <p>Evidence of continuous professional development and reflection using relevant learning experiences, feedback mechanisms, learning opportunities and development tools. Clear sustained effort to align career actions to sector needs, project / placement aims and objectives.</p> <p>Critical reflection on the project / placement purpose, aim, objectives, outcomes and impact.</p> | <p><a href="#">the CASCOT occupational coding tool</a> and / or <a href="#">Click here to see more information on UK Skilled Worker occupations and codes</a>).</p> <p>Limited, weak, ill-informed or missing application of relevant theory, models, tools, processes that link to the project / placement aims and objectives.</p> <p>Limited evidence of professional development through critical application, reflective practice and tailored application of professional and self-development theories, models, practices and activities relevant to the sector and individual.</p> <p>Weak, limited or no evidence of contextual awareness, in how the project / placement adds clear value and addresses sector-specific challenges and opportunities.</p> <p>Limited, weak, missing critical reflection on the project / placement purpose, aim, objectives, outcomes and impact.</p> <p>Outcomes and impact are unclear, unrealistic and unconvincing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Practical/Professional Skills | <p>Placement or project is at the appropriate level of a 'professionally skilled worker level' using the CASCOT occupational codes 1, 2 or 3 are suitable at this level of study – visit <a href="https://cascotweb.warwick.ac.uk/#/classification/soc2020">https://cascotweb.warwick.ac.uk/#/classification/soc2020</a> or <a href="#">Click here to access the CASCOT occupational coding tool</a> and / or <a href="#">Click here to see more information on UK Skilled Worker occupations and codes</a>)</p> <p>Relevant professional skills, competencies, behaviours and actions are in line with degree specialism and a higher-level skills role within the industry.</p> <p>Standard professional skills, competencies, behaviours and actions demonstrated. Some relevant action towards developing career readiness.</p> <p>Demonstrates a critical and informed understanding of the practical and professional skills required in the industry now and in the future</p> <p>Critical application and reflection of the transferable skills, behaviours, and knowledge applicable to the chosen industry.</p> <p>Evidence of relevant and appropriate professional self-managed proactive plans and actions to prepare and undertake placement / project.</p>             | <p>Placement or project is not at the appropriate level of a 'professionally skilled worker level' using the CASCOT occupational codes 1, 2 or 3 are suitable at this level of study – visit <a href="https://cascotweb.warwick.ac.uk/#/classification/soc2020">https://cascotweb.warwick.ac.uk/#/classification/soc2020</a> or <a href="#">Click here to access the CASCOT occupational coding tool</a> and / or <a href="#">Click here to see more information on UK Skilled Worker occupations and codes</a>)</p> <p>Relevant professional skills, competencies, behaviours and actions are weak, irrelevant, missing and / or not in line with degree specialism, and or not line with a relevant higher-level skills role within the industry.</p> <p>Minimal evidence of relevant professional work-based activities to a higher-level skills role. Limited or no actions towards developing career readiness.</p> <p>Demonstrates a limited and or ill-informed understanding of the practical and professional skills required in the industry now and in the future</p> <p>Little to no evidence of practical application of skills and knowledge linked to the student's future career goals, their degree specialism, or the placement or project.</p> <p>Evidence of relevant and appropriate professional self-managed proactive plans and actions to prepare and undertake placement / project.</p> |

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|                                | <p>Evidence shows continuous active engagement with the placement / project, namely: Monthly timesheets, monthly work-based progress reports, monthly supervisor meetings.</p> <p>Templates provided have been used and submitted as outlined in the assessment brief.</p>                                                                                                                                                                                                                                                                 | <p>Limited or no evidence of relevant and appropriate self-managed proactive plans and actions to prepare and undertake placement / project.</p> <p>Limited, missing, incomplete or insufficient evidence to show active engagement with the placement / project, namely: Monthly timesheets, monthly work-based progress reports, monthly supervisor meetings.</p> <p>Templates provided have not been used and submitted as outlined in the assessment brief.</p>                                                                                                                                                                                                                                                                                     |
| Communication and Presentation | <p>Assessment elements and tasks have been completed and presented in a logical, professional format.</p> <p>Templates (Placement / project scoping document, Client impact report, monthly progress updates, supervisor meetings and timesheets), have been used, are fully complete, and used at an appropriate time therefore information has been communicated professionally and clearly as requested.</p> <p>Professional, clear presentation of relevant information.</p> <p>Key examples, evidence, and artefact are complete.</p> | <p>Elements of the assessment are missing, incomplete or are not provided as directed.</p> <p>Elements of the assessment are not communicated clearly or poorly displayed leading to confusion.</p> <p>Templates (Placement / project scoping document, Client impact report, monthly progress updates, supervisor meetings and timesheets), have not been used, are incomplete, not evidenced and / or were not used at the appropriate time or within a timely fashion therefore information has not been communicated professionally and clearly as requested.</p> <p>Incoherent, missing or confusing presentation of ideas and evidence.</p> <p>Key evidence, and artefact are incomplete or absent.</p> <p>Conference event was not attended.</p> |