

Report for Work Placement - RPL Application

**** Word count: 3500 to 7500 words ****

Please submit a single PDF report (NOT a portfolio) containing all of the required information using the headings below as a guide to indicative content. Marks will be awarded according to the following general criteria:

- *Learning outcomes for the PLAC7009 module have been met*
- *Report content and presentation: e.g. content has a logical structure, is well formatted and has minimum typographical errors*
- *Demonstration of depth and breadth of technical knowledge as a result of work experience*

10% of the marks will be awarded for presentation of the report (e.g. logical structure, well written, is well formatted and has minimum typographical errors) and 90% of the marks will be awarded as follows:

Suggested Table of Contents for Report:

1. Introduction (5%)

- setting the context, ie. BSc in Software Development – work experience component of degree programme
- what do you see as the purpose of work experience?
- why you think it is a component of the programme?
- name and nature of the organisation (*e.g. voluntary, state sector, private, other*)
- length of time in current role/company
- nature of the role (*e.g. including your employee title*)

2. Organisational Profile (this applies to the most recent company you have worked in for a least 4 months) (5%)

- role and function of the company/organisation
- brief history of the company/organisation
- organisational structure (*e.g. hierarchy/flat structures/organisational chart/communication flows/decision making strategies*)
- human resource details (*e.g. numbers employed/age profiles/gender balance/recruitment policies*)
- relevance of the company/organisation to any aspect of degree programme

3. Description of Duties (25%)

- main functions you had or have during your role/career?
- What software/technologies have you used as part of your role/career?
- How do these technologies relate to the BSc in Software Development programme?
- Give details of project(s) you have been involved in using technologies learned in the programme or that you had to learn as part of your role in the company?

4. Account of Actual Work Experience (25%)

- your initial expectations, the outcomes expected and the outcomes achieved
- critical assessment of achievement of PLAC7009 learning outcomes (*e.g. this is a key part of the report and each learning outcome should be addressed individually*)
- difficulties experienced (*e.g. try to classify them and then describe them... task-related, skills-related, knowledge-related, personnel-related, etc.*)
- lessons learned (*e.g. about the company/organisation, about myself, about other aspects of the working environment, etc.*)

5. Student Profile and Relevance to Organisation (10%)

- what dimension did you or do you bring to the role that might relate to the fact that you are studying for a BSc in Software Development?
- what are the benefits for you of working in this organisation? why?
- could this work experience assist your future career planning? why?

6. Conclusions (10%)

- Any individual thoughts on the overall experience working within this organisation (*e.g. soft skills, technical skills, etc*)

7. Appendix A: Extended CV (10%)

- Please include an extended CV detailing your relevant work experience to date

8. Appendix B: Supporting Documentation

- Please include any supporting documentation