

## SAMPLE WORK PLACEMENT PROPOSALS

Content suggestions:

Activity Type: Coordinate work placements

Job Title:

Activities Planned:

Description of:

- ✓ *Role, company/ organization/ department, supervisor*
- ✓ *Main responsibilities/ tasks/ duties of the trainee/mentee*
- ✓ *How trainee is supported: e.g. by mentor, work place buddy, supervisor, education coordinator, etc.*
- ✓ *Planned learning opportunities: e.g. job shadowing, projects, meetings, interviewing colleagues, relating to community, planning & reflection, identification of learning objectives, formal training etc.*
- ✓ *Career exploration opportunities*

Anticipated Results

Description of:

- ✓ *Overall goal of the work placement for trainee e.g. experience work setting/ specific job or industry, prepare for permanent employment, skills development (job specific skills or general employability skills)*
- ✓ *Personal and professional growth/ what the trainee will have learnt: e.g. trainee will know, will be able to do, will have developed a certain attitude*
- ✓ *How work placement relates to trainees past experiences or future perspective*
- ✓ *Overall goal of the work placement for employer/ community*