



Intreo

Personal Learning Journal



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About your WPEP Personal Learning Journal



Introduction

Congratulations on starting your new work placement and welcome to the Programme. The aim of the Work Placement Experience Programme (WPEP) is to give you good work experience that will help you to develop new skills in a supportive workplace so that you can improve your opportunity for future employment. Your Host has agreed to provide you with a work experience placement for six months where you will be working and training for 30 hours each week.

The work placement includes a commitment from you and the Host that you plan to achieve 60 hours of training over the programme, twenty of which will be accredited or sector recognised. The plan for this training will be set out in your Personal Learning Plan (PLP) and should be updated as each part of your training is completed. Your Intreo Case Officer will need to see it when they talk to you during your placement.

This Personal Learning Journal (PLJ) is different in its use and value. This document brings you through your journal and how to complete it, some useful resources and includes guidance on how to get the best out of using it.

A digital version of this Personal Learning Journal, with active links to schemes and supports, is available for preview or download from www.gov.ie/wpep

Using your Personal Learning Journal

This Personal Learning Journal is part of your toolbox to help you get the best out of your placement. It can help you to record your activities and thoughts so that you can reflect on them and dive a bit deeper into your own progress, development and learning. It is your own Journal to keep as a personal record of your personal experience and what you are learning. It will help you to remember your activities and learning for when you are updating your CV and preparing for interviews in terms of examples of things that you learned and new skills that you developed in the workplace.

The Journal is your property. How and when you complete it is for you to decide. However, research shows that using a journal regularly will help you to work through your thoughts at work and help you to manage your placement. The main uses are to:

- Keep useful contact information in the one place about your placement, your Host and your Intreo Case Officer
- Set out for yourself what you want to achieve during the placement
- Keep track of your training plans and training achieved; record what you thought about it at the time and maybe also consider why you thought it
- Keep a record of any of the WPEP webinars or recruitment events you attended, in person or virtually, and reflect on what you heard and learned

- Reflect on your experiences, good and bad and what you've learned from them
- Use these reflections to help you consider and plan your next career move; this may include taking on further training or education
- Help you remember examples of challenges that you overcame and successes you had during the work experience
- Track your progress throughout the placement
- Help you in making a new CV or to prepare for an interview

Benefits of Journaling

Too often we forget about the things we have done well and focus on what hasn't been so successful. Keeping track of your achievements and progress can help you to plan and achieve your career goals. We know that reflecting on past experiences can help us to learn from them.

It is recommended that you should update your Journal at least once a week so that it can help you identify your strengths and skills and identify the activities that bring you the greatest sense of energy and reward. Reflecting on these experiences can help you to feel more engaged and so also more productive and successful in the workplace.

Identify your strengths



Focus

- On Work: Draws out an understanding of work that stimulates or challenges you
- On Work Relationships: Identify situations where you felt you contributed as part of a team and why
- On Self: Check-in on yourself and note any feelings of anxiety so that it helps you to move through them and become stronger

Manage your performance



Plan

- Goals: Helps toward managing your work goals and how you spend your day
- Improve: Identify the areas for improvement and track your weekly progress
- Energise: Making a plan helps to energise your self and maintain your motivation

Look back and learn



Reflect

- Track the progress you have made over the work experience period
- Gain an insight to your interests and work preferences
- See trends in your own responses so you can understand them
- Acknowledge and deal with any feelings of stress or anxiety to help you work through them or seek assistance

How does this work with my Personal Learning Plan?

As part of your placement you will be planning 60 hours of training during your six-month placement.

Of these 60 hours, 20 hours should be accredited, or sector recognised training and the remaining 40 may be general training. It may sound like a lot but it works out at about 2-2.5 hours per week over the placement or you can do it in full days or longer periods in agreement with your Host.

All this training should be recorded on your Personal Learning Plan. This will be held by your Host and a copy is included at page 112 of this Journal for your own reference.

What supports are in place to help me achieve my learning goals?

The Department of Social Protection (DSP) provides a range of supports to help you find the information you need on training opportunities that are available to you:

- [Training by Sector](#) is an information resource on its JobsIreland.ie website specifically designed to help you and your Host identify training options that might suit your placement. It provides a list of training and development opportunities across many sectors of employment which can help you in your upskilling and development.
- <https://www.gov.ie/en/campaigns/employment-and-training/> provides a dedicated hub of resources available to you for jobseeking, education, training and becoming self-employed.

- The Department will also be inviting you to additional online supports through regular webinars and recruitment events to support your learning, development and jobseeking goals.

You will also be assigned a Mentor by your Host who will support and guide you on your training journey during your placement. You will continue to meet with your Intreo Case Officer throughout your placement who will also provide on-going support to you.

WPEP Work Experience Accredited Module

In addition to the supports shown above, you have the option of taking an accredited work experience module. Accredited training is training that leads to a formal qualification.

Work Experience is a valuable part of the learning experience and so we have worked with the Education and Training Boards across Ireland to develop a specific WPEP Accredited Work Experience Module for participants. The purpose of the Work Experience Module is to equip you with the relevant knowledge, skill and competence to work in a range of organisations, carrying out work-related tasks autonomously and/or in a supervisory capacity. The accredited module is delivered through virtual/online classrooms, so you don't have to attend in person. The courses start regularly so you can start it when it suits you and your Host. Your Host will need to agree to it as they have to register also and report on your progress.

Under this accredited training module, participants complete 20 to 30 hours of WPEP work experience with your registered Host. Participants must pass the work experience section and the virtual class work of the Work Experience module in order to gain the final award.

This Accreditation is available at Levels 3, 4 and 5 of the National Framework for Qualifications (NFQ) so there should be a course suitable to your needs.

For more information on this WPEP Work Experience Module please refer to gov.ie - [Operational Guidelines: Work Placement Experience Programme \(www.gov.ie\)](http://gov.ie) or contact your Case Officer in your [local Intreo Centre](http://gov.ie).

Completing your Personal Learning Journal

This Journal is broken down into eight Parts as follows:

Part 1 Setting your Personal Learning Goals

Part 2 Focus on your Skills

Part 3 Skills Development Plan

Part 4 Plan to achieve your goals

Part 5 Weekly Journal: Weeks 1-12

Part 6 Mid-Way Review: Week 13

Part 7 Weekly Journal: Weeks 14-25

Part 8 Post Placement Reflection & Review

- Start by recording the useful contact information on pages 14 and 15. This will be a handy reference point for you if you need to contact your Host or your Case Officer.
- Add in own personal learner goals pages 20.
- Complete your Personal Skills Audit on pages 25-31.
- On page 34 you should complete your Skills Development Plan.
- Identify your objectives that will help lead to your goals on pages 39-41.
- Complete the Weekly Journal Entries on pages 48-71 and 80-103.
- Complete the Week 13 Mid-Way Review on pages 74-78.
- Complete the Post Placement Reflection and Review on pages 106-110.
- You have completed the Personal Learning Plan with your Host but you may like to copy this into your Journal and update it as required so that you have it all the information recorded for yourself in the same place. That information can be recorded at page 112. Remember to record any webinars or recruitment events you attend so you can look back as a reminder. You can use the notes section for additional entries.

Instructions for setting your learner goals and objectives

You have just started on a great opportunity to upskill or reskill. In order to stay focused on your objectives you should consider what it is you would like to achieve by the end of your six-month placement. Setting goals & objectives can help to keep your motivation high. Setting personal goals is more deliberate than any desires and intentions; it means you have committed yourself in your thoughts, emotions, and behaviour towards achieving your goals. Remember it is important to set yourself realistic goals & objectives as this will increase the chance of success. And when we create our own learning goals we own them.

Useful Resources

Below you will find details of additional supports and information available to you so you can achieve your goals and develop your skills.

Jobseeking Resources

Provides an online recruitment service to both employers and jobseekers: www.jobsireland.ie

Jobseeker Resources: See how Intreo and JobsIreland.ie can help you: www.jobsireland.ie/en-US/job-seekers

Tips on Preparing a CV, writing a covering letter, how to prepare for a job interview: www.jobsireland.ie/en-US/TipsandAdvicePage

For information, guidance, recruitment and financial services for jobs, training and education available across Europe:
gov.ie - EURES Ireland (www.gov.ie) and [Home | Europass](#)

You can also follow JobsIreland on [Facebook](#), [Twitter](#), [LinkedIn](#) and [Instagram](#)

Training and Education

Information on some of the current Training on offer by Sector:
www.jobsireland.ie/en-US/trainingon –

A one-stop-shop for finding out the education and training opportunities available to you:

www.gov.ie/en/campaigns/f205a-the-right-course/

Employment and Training Options:

gov.ie - Employment and Training (www.gov.ie)

Accenture Training and LinkedIn Learning Offerings

Skills2Succeed Academy <https://s2sacademy.ie/register/01dewp>

Grow your digital skills

<https://www.futurelearn.com/career-advice/grow-your-digital-skills>

LinkedIn Learning

<https://dspazcms2.blob.core.windows.net/media/Default/Training/LinkedIn.pdf>

Getting Started

Work Placement Host Details	
Your Name	
Host Name	
Host Address	
Start date	
End date	
Title of position of work placement	
Managers Name	
Managers Phone Number	
Managers Email Address	
Days of Work	

Hours of Work	
Mentors Name	
Mentors Phone Number	
Mentors Email Address	
Any other important information (<i>who I should report to on my first day / time I should report at etc.</i>)	
Case Officer Name	
Case Officer Email	
Case Officer Phone Number	





Part 1

Setting Your Goals



Part 1 Setting Your Goals

Your WPEP provides an opportunity for you to reskill or up-skill and to work towards achieving the goal of a new job.






By setting goals for yourself, you have already started on the road to success. If you set too high a goal, it might seem unachievable in the short term so it may be better to identify several short-term goals to progress towards your longer-term goals. This will also help you to keep track of your progress and keep up your energy and motivation. By setting goals you can measure and take pride in the achievement of these goals as you see yourself progressing.

Think about what you want to learn, what your goals are, how you plan to achieve these goals and how you plan to increase your chances of achieving your goals. Think about the role or the sector you are in or the role that you would like to work in.

You might not be able to achieve everything you need during the six month placement so make sure you are plan your goals so that they can lead you down a route and will bring you to where you want to be.

Spend time thinking about this - don't rush it. Maybe even say it out loud to yourself to help to work it through yourself.

Once you have decided what your goals are, write them down. When you write them down, write them as SMART goals. SMART goals make it easier to frame your plan.

S	 <p>Specific</p>	Well defined, clear, and explicit
M	 <p>Measurable</p>	Can be tracked with evidence of progress
A	 <p>Attainable</p>	Can be achieved within the timeframe
R	 <p>Relevant</p>	Aligns with your role and the business needs
T	 <p>Timely</p>	Timebound Achieved within a specified timeframe

Remember to keep your goals simple and focus on goals that that you know you can achieve during the six-month placement. Limit your goals to no more than 2 or 3 so that you can focus on achieving them during your placement.

My Goal Setting: <i>for you to complete</i>	
Examples of Goal Setting Set no more than 2 or 3 goals	I plan to get basic training in carpentry so that I can improve my chances of getting an apprenticeship as a joiner before I finish my placement in six months Or Within six months, I plan to get accredited training in digital skills and experience in using them so I can apply for admin job in an office.
Goal 1	
Goal 2	
Goal 3	

Now consider the skills, education, training and experience (SETE) needed to achieve those goals.

Skills	Your skills are those things that you do well or need to do well for your job. You can learn skills through training, or you may have innate abilities i.e. you have them naturally. Examples of skills are shown on Pages 25-31.
Education	Your education refers to formal, recognised learning or qualifications. It is generally achieved through school, further education or higher education or professional bodies. Most jobs will have a minimum education requirement for the role. Education achieved in one country may be recognised by another country ¹
Training	Training is a targeted intervention for employees in which they get to know about particular skills required for the job or an activity.
Experience	Experience is the knowledge or skills gained from doing a particular job or activity for a period.

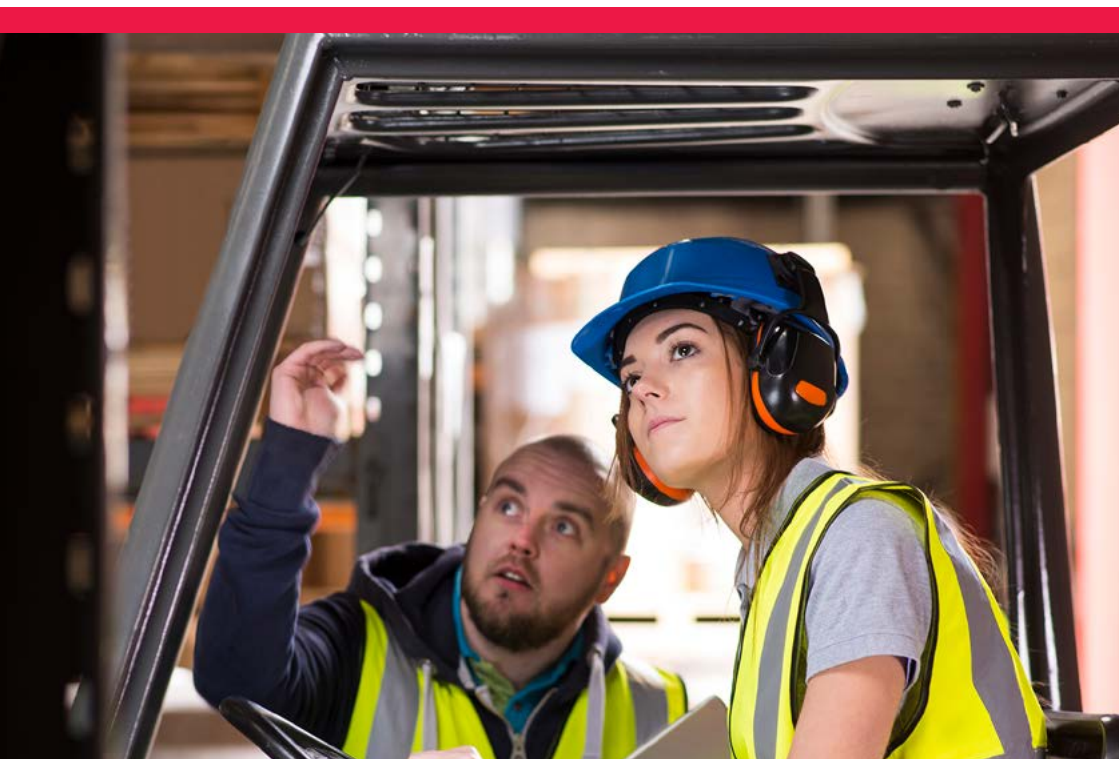
¹ See [NFQ \(qqi.ie\)](https://www.nfq.ie) for more information on the National Qualifications Frameworks and how they interlink across over 150 countries.





Part 2

Focus on Your Skills



Part 2 Focus on Your Skills

Think about the skills you have and those that may need to be developed. During your work placement you will have the chance to learn and develop several new skills. Many you will already have. Some you may need to work on. Developing new skills involves a process of planned self-improvement and this can help you to reach your personal goals.

Read through the list below. You might think that some are not directly relevant to you, but most will be in many roles to a greater or lesser extent.

Remember to be honest with yourself and perhaps even talk to someone you trust who knows you well for their view to help you complete this.

Tick the box that you feel best reflects where you are with these skills and use it to guide you in setting your self-development goals ([page 34](#)).

Skills Checklist: for you to complete

Teamwork	Strong Skill	Unsure	Needs development
Shows respect for colleagues & co-workers			
Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate			
Understands own role in the team, making every effort to play his/her part			
Communication	Strong Skill	Unsure	Needs development
Actively listens to others and tries to understand their perspectives/ requirements/needs			
Is respectful, courteous and professional, remaining composed even in challenging circumstances			

Can be firm when necessary and communicate with confidence and authority			
Communicates clearly and fluently when speaking and in writing			
Drive and Commitment	Strong Skill	Unsure	Needs development
Consistently strives to perform at a high level and deliver a quality service			
Is thorough and conscientious, even if work is routine			
Is enthusiastic and resilient, persevering in the face of challenges and setbacks			
At all times, acts with integrity			

Delivery of Results	Strong Skill	Unsure	Needs development
Takes responsibility for work and sees it through to the appropriate next level			
Completes work in a timely manner			
Adapts quickly to new ways of doing things			
Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes			
Identifies and appreciates the urgency and importance of different tasks			
Self-Development	Strong Skill	Unsure	Needs development
Develops and maintains the skills and expertise required to perform in the role effectively			
Is committed to self-development and continuously seeks to improve personal performance			

Responsibility	Strong Skill	Unsure	Needs development
Takes responsibility for all work activities and personal actions			
Follows through on commitments and implements decisions where agreed			
Leadership	Strong Skill	Unsure	Needs development
Brings a focus and drive to building and sustaining high levels of performance			
Leads and maximises the contribution of the team as a whole			
Considers the effectiveness of outcomes in terms wider than own immediate area			
Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks			

Time Management Skills	Strong Skill	Unsure	Needs development
Having the ability to get things done efficiently and effectively			
The right things done at the right time			
Decision Making	Strong Skill	Unsure	Needs development
Effectively deals with a wide range of information sources, investigating all relevant issues			
Identifies and understands key issues and trends			
Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence.			
Trustworthiness & Ethics	Strong Skill	Unsure	Needs development
Ability to build rapport and relationships			
Can be trusted to get the job done			
Is personally honest and trustworthy			

Work with the customers best interests at heart			
Problem Solving			
Ability to deal with challenging situations			
Generates creative approaches to addressing problems and opportunities			
Identifies and weighs options			
Makes sound decisions after reviewing all relevant information			
Organisational Skills	Strong Skill	Unsure	Needs development
Ability to let you stay focussed on different tasks			
Creating and keeping deadlines			
Delegation			
Making schedules			

Accuracy and Attention to Detail	Strong Skill	Unsure	Needs development
Correctly extracts & interprets numerical information, conducting accurate numerical calculations			
Following standard operating procedures and best practice			
Detailed record keeping			
Check work to ensure no errors			





Part 3

Skills Development Plan



Part **3** Skills Development Plan

Consider your checklist above against the skills that are needed within the sector or role that you plan to move into. Focus on the skills that are most relevant to that role or sector where you have identified that they need development, or you are unsure as to whether you have them. Identify three skills that you plan to work on over your placement. You may wish to talk to your supervisor/manager, mentor or Case Officer to help with them. Write down the skills that need development and how you plan to achieve this.

Skill:
How you plan to develop this skill?
Skill:
How you plan to develop this skill?
Skill:
How you plan to develop this skill?

Think about the SETEs that are required for the sector or role you want to move into. What is the gap between where you are now and where you need to be? This is the space that you need to work on in order to increase your chances of moving into your preferred sector or role. Bridging the gap between the SETEs you have already and where you want to be is the space that you want to focus on in terms of setting your goals.

Focus on Education

Some jobs will need formal education. Research what the entry level requirements are for these roles. Even if you are not there now, there are steppingstones you can take now in order to get there. You should refer to [The Right Course](#) page where you will find details of [free online courses](#) through [eCollege.ie](#), opportunities to [learn new skills or retrain](#) and [career guidance and information](#). Also talk to your mentor and Case Officer who will be able to guide you on your education journey.

Focus on Training

You have committed to achieve 60 hours of training over the six-month placement, 20 of which will be accredited or sector recognised. You have completed your PLP and already identified your training and up-skilling needs in order to develop yourself during your placement. Refer again to our [training by sector](#) resource page to see if there is any other training available that might help you achieve your goals. You may also be eligible to avail of the [Training Support Grant \(TSG\)](#) of up to €1000 during your placement towards the cost of training.

You should also refer to the Accenture Skills2Succeed Academy and Digital Skills Training provided to the DSP for Jobseekers. Links to these training assets can be found in your welcome email.

Focus on Experience

Consider what experience you need to build up through the placement so that you can achieve your goal. Try to get the best out of your work experience by extracting the maximum learning value from what you do. Your mentor and Intreo Case Officer will review your performance on an ongoing basis. This will give you an opportunity to provide feedback on progress to date. This meeting can help you to reflect on your performance and to develop a picture of how you are building your skills during your placement. That's why it's a good idea to document what you have been doing in your Journal as you may not remember everything you have achieved! The Journal can then be used to compare the skills you have developed against the ones you think you'll need. Taking time to reflect on how you have changed and developed during the placement is an important aspect of learning in a work environment.

Your future employers will want to see evidence of the skills you develop, and work experience can help you to demonstrate them. For example demonstrating that you can work independently or to a deadline or being able to demonstrate interpersonal skills are key skills a prospective employer would like to see a potential employee possess. Think about the work you have done or projects you have contributed to during your placements. This is concrete evidence of your work experience and abilities. Note things you have achieved that you can use in job applications to demonstrate work-based skills.

Part 4

What is my plan to achieve these goals?



Part 4 What is my plan to achieve these goals?

Think about SETEs we referenced earlier. What Skills, Education, Training and Experience do you need to achieve your goals?

Remember to think about the resources you have that can help you; these can be your Host, Mentor, Case Officer, family and friends. Remember also the online resources that you can use on www.jobsireland.ie

You now need to work on the stepping stones to get to your goal and how you can achieve them over the six month placement. You may not achieve them all but you should continue to work towards them on an incremental basis.

Examples:

My Objectives	
Identify the objectives that will help lead to those goals	<i>I plan to get basic training in carpentry so that I can improve my chances of getting an apprenticeship as a joiner before I finish my placement in six months</i>
1	I plan to complete a health & safety course with a focus on carpentry equipment.
2	I plan to complete a manual handling course which will be an advantage to me when I seek an apprenticeship role.
Identify the objectives that will help lead to those goals	<i>Within 6 months, I plan to get accredited training in digital skills and experience in using them so I can apply for admin job in an office</i>
1	I plan to learn about Microsoft Office during my placement and familiarise myself with its functions so that I can be proficient in it when I move into a permanent office role.
2	I plan to complete the ECDL course on eCollege.ie which is 13 weeks self-directed training in order to improve my digital skills. This will enable me to improve my day to day skills when working in an office.

My Objectives

Refer to your goals which you set out on Page 20 of this Journal. Now, identify the objectives that will help lead to those goals.

1

2

3

Is there anything that will stop me achieving these goals and objectives?

1

2

3

What am I going to do to address those challenges?

1

2

3





Part 5

Weekly Journal

Weeks 1-12



Part 5 Weekly Journal Weeks 1-12

You should complete a journal entry for each week of your placement. This will allow you to keep track of tasks and activities you have completed during your placement. It will also help you to track skills learned, improved or developed each week and it will allow you to plan ahead for the following week.

Example of Weekly Journal Entry

Week 1	Date of Entry: 15 May 2022
What types of tasks and activities did you do this week: <i>Example: I logged on and registered on the Accenture Skills2Succeed Academy and I also researched the ETB training on MS Office and ECDL.</i>	
Skills Development	<input checked="" type="checkbox"/> YES / NO
Informal Training	YES / NO
Education	<input checked="" type="checkbox"/> YES / NO
Experience	YES / NO
Formal Training	YES / NO

Q1	How did it relate to my personal goals?
A1	My goal is to develop my digital skills, so I am exploring what options are available to me.
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities
A2	I learned that I am more advanced than I thought I was in digital skills but still have some areas I can improve on.
Q3	Where there any challenges for me?
A3	Finding a quiet place to learn/train, there was a lot of background noise so I couldn't concentrate properly. I also found it hard to find suitable training but then my case officer referred me to jobsireland.ie and I could easily locate relevant training by sector.
Q4	What went well for me?
A4	I realised that there was a lot of training available to me which was easily accessible online once I looked in the right places.

Q5	Were there any surprises for me?
A5	The vast amount of self-directed training available to me. Also how easy it was to talk to my Case Officer about the options available to me.
Q6	Is there anything I need to raise with my supervisor/mentor / case officer?
A6	Enquire how I avail of the training support grant for a private training course I researched that I would like to start next Month.
Reminder to Self / Notes <i>Research private training recommended by Host</i>	
Plans for next week: To Do <i>Make application for TSG grant once I have spoken to my Case Officer</i>	

Weekly Personal Reflection and Review Weeks 1-12

Week 1		Date of Entry:
What types of tasks and activities did you do this week:		
<div>Skills Development YES / NO</div> <div>Informal Training YES / NO</div> <div>Education YES / NO</div> <div>Experience YES / NO</div> <div>Formal Training YES / NO</div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 2		Date of Entry:
What types of tasks and activities did you do this week:		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 3		Date of Entry:
What types of tasks and activities did you do this week:		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 4		Date of Entry:
<p>What types of tasks and activities did you do this week:</p>		
<p>Skills Development YES / NO Informal Training YES / NO Education YES / NO Experience YES / NO Formal Training YES / NO</p>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 5**Date of Entry:****What types of tasks and activities did you do this week:**

Skills Development YES / NO

Informal Training YES / NO

Education YES / NO

Experience YES / NO

Formal Training YES / NO

Q1 How did it relate to my personal goals?**A1****Q2 Skills learned, improved or developed upon in undertaking these tasks/activities****A2****Q3 Where there any challenges for me?****A3**

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 6		Date of Entry:
<p>What types of tasks and activities did you do this week:</p>		
<p>Skills Development YES / NO Informal Training YES / NO Education YES / NO Experience YES / NO Formal Training YES / NO</p>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 7		Date of Entry:
What types of tasks and activities did you do this week:		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 8		Date of Entry:
What types of tasks and activities did you do this week:		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 9		Date of Entry:
What types of tasks and activities did you do this week:		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 10		Date of Entry:
What types of tasks and activities did you do this week:		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 11**Date of Entry:****What types of tasks and activities did you do this week:**

Skills Development YES / NO

Informal Training YES / NO

Education YES / NO

Experience YES / NO

Formal Training YES / NO

Q1 **How did it relate to my personal goals?****A1****Q2** **Skills learned, improved or developed upon in undertaking these tasks/activities****A2****Q3** **Where there any challenges for me?****A3**

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 12**Date of Entry:****What types of tasks and activities did you do this week:**

Skills Development YES / NO

Informal Training YES / NO

Education YES / NO

Experience YES / NO

Formal Training YES / NO

Q1 **How did it relate to my personal goals?****A1****Q2** **Skills learned, improved or developed upon in undertaking these tasks/activities****A2****Q3** **Where there any challenges for me?****A3**

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	





Part 6

Mid-Way Review



Part **6** Week 13, Mid-Way Review

Reflection and Review

Reflection is an important tool to see how far you have come, what you have achieved, what you have overcome and what areas you would like to improve upon. You are now half way through your placement. You should take time to consider how you are getting on and if you need to speed up your progress in order to achieve your overall goal.

What types of tasks and activities have you done over the past three months?	
1	
2	
3	

What progress am I making towards achieving my goals?

1

2

3

What progress am I making towards achieving my objectives?

1

2

3

Skills learned, improved or developed upon so far during my placement	
1	
2	
3	

So far, what challenges have I faced?	
1	
2	
3	

So far, what has gone well for me?

1

2

3

Is there anything I need to raise with my supervisor, mentor or case officer?

1

2

3

Aims for the remaining 13 weeks of the placement; what you want to learn, what you want to do and what you will do to achieve this?

1

2

3

What efforts have I made to look at employment, education or training options so far?

Is there anything I need to do to kickstart my progress?



Part 7

Weekly Journal

Weeks 14-25



Part **7** Weekly Journal Weeks 14-25

Week 14		Date of Entry:
What types of tasks and activities did you do this week:		
<div>Skills DevelopmentYES / NO</div> <div>Informal TrainingYES / NO</div> <div>EducationYES / NO</div> <div>ExperienceYES / NO</div> <div>Formal TrainingYES / NO</div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 15**Date of Entry:****What types of tasks and activities did you do this week:**

Skills Development YES / NO

Informal Training YES / NO

Education YES / NO

Experience YES / NO

Formal Training YES / NO

Q1 How did it relate to my personal goals?**A1****Q2 Skills learned, improved or developed upon in
undertaking these tasks/activities****A2****Q3 Where there any challenges for me?****A3**

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 16**Date of Entry:****What types of tasks and activities did you do this week:**

Skills Development YES / NO

Informal Training YES / NO

Education YES / NO

Experience YES / NO

Formal Training YES / NO

Q1 **How did it relate to my personal goals?****A1****Q2** **Skills learned, improved or developed upon in undertaking these tasks/activities****A2****Q3** **Where there any challenges for me?****A3**

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 17		Date of Entry:
<p>What types of tasks and activities did you do this week:</p>		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 18**Date of Entry:****What types of tasks and activities did you do this week:**

Skills Development YES / NO

Informal Training YES / NO

Education YES / NO

Experience YES / NO

Formal Training YES / NO

Q1 How did it relate to my personal goals?**A1****Q2 Skills learned, improved or developed upon in
undertaking these tasks/activities****A2****Q3 Where there any challenges for me?****A3**

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 19		Date of Entry:
<p>What types of tasks and activities did you do this week:</p>		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 20		Date of Entry:
<p>What types of tasks and activities did you do this week:</p>		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 21		Date of Entry:
<p>What types of tasks and activities did you do this week:</p>		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

What types of tasks and activities did you do this week:

Skills Development	YES / NO
Informal Training	YES / NO
Education	YES / NO
Experience	YES / NO
Formal Training	YES / NO

Q1 How did it relate to my personal goals?

A1

**Q2 Skills learned, improved or developed upon in
undertaking these tasks/activities**

A2

Q3 Where there any challenges for me?

A3

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 23		Date of Entry:
<p>What types of tasks and activities did you do this week:</p>		
<p>Skills Development YES / NO Informal Training YES / NO Education YES / NO Experience YES / NO Formal Training YES / NO</p>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 24		Date of Entry:
<p>What types of tasks and activities did you do this week:</p>		
<div> <div>Skills Development</div> <div>YES / NO</div> </div> <div> <div>Informal Training</div> <div>YES / NO</div> </div> <div> <div>Education</div> <div>YES / NO</div> </div> <div> <div>Experience</div> <div>YES / NO</div> </div> <div> <div>Formal Training</div> <div>YES / NO</div> </div>		
Q1	How did it relate to my personal goals?	
A1		
Q2	Skills learned, improved or developed upon in undertaking these tasks/activities	
A2		
Q3	Where there any challenges for me?	
A3		

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	

Week 25**Date of Entry:****What types of tasks and activities did you do this week:**

Skills Development YES / NO

Informal Training YES / NO

Education YES / NO

Experience YES / NO

Formal Training YES / NO

Q1 How did it relate to my personal goals?**A1****Q2 Skills learned, improved or developed upon in undertaking these tasks/activities****A2****Q3 Where there any challenges for me?****A3**

Q4	What went well for me?
A4	
Q5	Were there any surprises for me?
A5	
Q6	Is there anything I need to raise with my supervisor/ mentor / case officer?
A6	
Reminder to Self / Notes	
Plans for next week: To Do	





Part 8

Post Placement Reflection and Review



Part 8 Post Placement Reflection and Review

Congratulations!!! You have reached the end of your placement. You should already have had a conversation with your Intreo Case Officer and/or your mentor about planning your next steps to consider your options for your future employment, education and training. Think about what your plans are for progressing from here.

It's also time to review your Journal to reflect on what you have achieved over the past 26 weeks of your work placement and to consider any future plans you have to develop your personal learning plan further. Use this opportunity to update your CV based on all the training you have undertaken during your placement.

If you have no immediate plans your Case Officer will be in touch to help you now you have completed your work placement.

Well done and the best of luck!

What have I learned (knowledge/skills/expertise) during my placement that I found valuable?

You may want to refer to the Skills & Competencies Section on pages 25-31 of your journal.

1	
2	
3	

What are my greatest strengths that I have developed during the work placement, please elaborate.

You may want to refer to the Skills & Competencies Section on pages 25-31 of your journal.

1	
2	
3	

Things that surprised me during my work placement.

1

2

3

Challenges encountered during my work placement and how I dealt with them. What did I learn from that?

1

2

3

Things that I was happy with during my work placement.

1

2

3

Things I would have done differently during my work placement.

1

2

3

Future plans to develop my personal learning

1

2

3

What efforts have I made to look at employment, education or training options?



Appendix 1

Personal Learning Plan



Appendix 1: Personal Learning Plan

This is a duplicate of the PLP which you will have already agreed with your Host. You can update the records below as your PLP is progressing, so that you have your own copy with all the details of the training achieved during the placement. You can use the notes section which follows if you require more space.

Skill Number	Key skill set or Training Title	Training start date DD/MM/YY	Training finish date DD/MM/YY	Accredited/ Sector recognised or General	Training Hours
Example	Example: Excel Training E.g. Excel Intermediate Course	23/01/21	23/01/21	Accredited	6 hours
Example	Example: Work Related Training (e.g. Induction, H&S, Customer Service, Quality training etc.)	30/05/21	30/01/21	General	2 hours
1					
2					

Skill Number	Key skill set or Training Title	Training start date DD/MM/YY	Training finish date DD/MM/YY	Accredited/ Sector recognised or General	Training Hours
3					
4					
5					
6					
7					
8					

Notes

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For more information

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