Template – end of placement action plan

|  |
| --- |
| **End of placement action plan**  |
|  | Actions | Done | Further actions |
| Employer | Get a written employer appraisal, this could be the closing statement in a student’s logbook |  |  |
| Organise a formal endpoint review for each student |  |  |
| Review the impact of the student’s work, including what worked and what did not work so well  |  |  |
| Check that all equipment and resources are returned |  |  |
| Plan internal events to celebrate success  |  |  |
| Agree suitable case studies |  |  |
| Agree positive social media and press releases |  |  |
| Identify considerations for future placements, where employers are not repeating delivery, identify why |  |  |
| Student | Check that the student has completed a logbook and that it includes a summary of achievements against agreed learning objectives |  |  |
| Get the student’s perspective on the placement |  |  |
| Ask the student for a short presentation on what they learned during the placement  |  |  |
| Create an opportunity for the student to give their presentation, such as at a celebration event |  |  |
| Suggest that the student thanks their main contact for their help, sharing what they have gained from the placement.  |  |  |
|   | Yes/No | Further action |
| Progression considerations | Has the placement helped the student to make an informed career choice in the digital sector? |  |  |
| Has the placement offered the student more insight into the range of digital career roles that might be open?  |  |  |
| Has the student developed a clear understanding of the routes towards their career goals?  |  |  |
| Has the student made a note of any work email addresses and/or work phone numbers for people they want to stay connected with? |  |  |
| Has the student asked their supervisor and/or mentor if they would be willing to give them a reference in future? |  |  |
| Has the employer offered further opportunity, such as apprenticeship, temporary or permanent job role, internship? |  |  |