OUTSTANDING TEACHING, LEARNING AND ASSESSMENT TECHNICAL SKILLS NATIONAL PROGRAMME

Information, Advice and Guidance - Skills and Experience Action Plan.
Created by: Colchester, Harlow, Havering, Northampton and UPS Colleges
January 2019

Managed by
This information, advice and guidance (IAG) skills and experience action plan was created for use by staff involved in the matching of student and employer for their work experience/placement. The aim was to improve the appropriateness of the placement and thereby the quality of teaching, learning and assessment experience of each learner.

Key points about its use:

- A discussion was held between the work placement officer and student prior to them being matched with an employer for their work placement.
- Work placement officers have received IAG training from specialists to help them focus discussions on key aspects of students’ current progress and emerging careers goals.
- The key objectives of this process are to better understand where each student is on their careers planning journey and to give students a process through which to improve their own understanding of their aspirations.
- Once complete, work placement officers were then much better placed to link students to potential placements through their greatly improved understanding of students’ skills, abilities and aspirations.
- A future improvement to this process would be to further formalise the collection of the skills and attributes required by employers for the work placements they have available.
- We found by using this process that our work experience officers gained a better understanding of each students’ skills, attributes and motivations and in discussion with employers were able to more accurately identify whether or not students would be likely to benefit from their placement. To date, no student placements have fallen through. We believe this process, in part, has supported this matching process.

The resource was created, tested an adapted by Northampton College.
Skills & Experience Action Plan

Details

Student Name:  
Adviser Name:

Where you are now and what advice you needed today?
Student is accessing the service today to support the identification of career options.

Employment history:

Qualifications and relevant training:

What do you want to do (work/skills related):

Work goal:

Skill goal:

We discussed the following:
Personalised advice about how you can achieve your goals and the labour market information related to them.

Identifying your current skills and qualities is important to help you to develop further and allow you to achieve your work and skills goal. Identifying the skills and qualities, you have and those you don’t yet have can help you to feel more confident.

We talked about your softer skills that are transferable into the world of work which include the below.

You wanted to further develop your skills in the following:

We spoke about your current situation and undertaking industrial placements.
Review

What you or your adviser are going to do next, including how and when

<table>
<thead>
<tr>
<th>Action</th>
<th>Action due date</th>
<th>Action status</th>
<th>Action by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve deadlines for main qualification (.........).</td>
<td>Throughout academic year</td>
<td>Not started In progress Completed</td>
<td>Not started In progress Completed</td>
</tr>
</tbody>
</table>

PRIVACY NOTICE

SECTION A: FOR ALL STUDENTS

The information you provide may be shared with other departments across the College for the purposes of Administration, Research and delivering the service to you. Your information will be handled in accordance with the principles of the Data Protection Act 1998 and at no time will it be used for sales and marketing purposes.

Adviser Name:

Location & date: