**Unit 26 – Task 4 – Part A – Worksheet**

You need to review your experiences and achievements from your work placement.

**Activities and achievements from my work placement**

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| **Question** | **Answer** |
| What activities did you do during the work placement? |  |
| What experiences did you have during the work placement? |  |
| What knowledge did you gain during the work placement? |  |
| What skills did you develop during the work placement? |  |
| What did you find difficult during the work placement? |  |
| Do you want a future career in this area of the sports industry? If not, why not. |  |

**How I met my aims, objectives and SMART targets during my work placement**

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| **Question** | **Answer** |
| Explain how you achieved your general aims and objectives for the work placement. If an aim or objective was not achieved explain the reason for this. |  |
| Explain how you achieved each SMART target. If a SMART target was not achieved explain the reason for this. | 1.  2.  3.  4.  5. |
| Explain how the work placement has helped your aims and objectives for your future career. |  |

**My strengths during my work placement**

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| **Question** | **Answer** |
| Give specific examples and explain the areas of your performance that you have developed strengths in and why they are strengths for you e.g. communication, problem solving, teamwork, specific job related skills, organisation, customer service, use of initiative, confidence. | 1.  2.  3. |
| For each of the strengths identified justify why you feel this is a strength for you and how this strength could help you in the future. | 1.  2.  3. |

**My areas for improvement from my work placement**

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| **Question** | **Answer** |
| Give specific examples and explain the areas of your performance that you need to be improve and why you need to improve them e.g. communication, problem solving, teamwork, specific job related skills, organisation, customer service, use of initiative, confidence. | 1.  2.  3. |
| For each of the areas for improvement identified justify why you feel this needs to be improved, how could you improve it (further experience, qualifications, different approaches to tasks, better use of resources etc) and how would this help with the specific examples that you have identified. | 1.  2.  3. |

**My suggestions relating to my further development**

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| **Question** | **Answer** |
| Give specific examples and explain what further targets, aims and objectives you have for your future career in the sports industry e.g. further experiences you want to gain, qualifications you want to achieve, courses you want to attend. | 1.  2.  3. |
| For each of the suggestions justify how they will help meet your career aims (how will they help you get the job you want). | 1.  2.  3. |

HI GUYS

TRY AND MAKE THE STRENGHS AND AREAS OF IMPROVEMENTS AS INDEPTH AS YOU CAN.

SO, FIRST WHAT GIVES YOU THE IMPRESSION THAT IT’S A STRENGHT OR A WEAKNESS? WHAT HAPPENDED? WHAT EVIDANCE DO YOU HAVE?

SO, IT COULD BE POSITIVE FEEDBACK FROM SOMEONE?

IT COULD BE THE FACT YOU GOT STRESSED ABOUT LEADING A SESSION, YOUR PLANNING OR ORGANISATION

LITTLE JOBS LIKE CLEANING, WHICH IS PART OF YOUR ROLE BUT WAS BORING.

THE EXPERIENCE ITSELF COULD BE A POSITIVE OR A NEGATIVE.

POSITIVE AS IT ALLOWED YOU TO REALLY SHINE AND GET STUCK INTO THE ROLE AND SHOW THAT YOU COULD REALLY DO THE JOB OR NEGATIVE THE JOB WAS NOT FOR YOU AND YOU NEED TO GET EXPERIENCE IN OTHER AREAS AS YOU DONE WANT TO TEACH ETC.

YOUR AIMS AND SMART TARGETS MUST MATCH YOUR BOOK, NOW IT MIGHT BE THAT YOU CAN’T REMEMBER WHAT YOU CHOSE SO YOU CAN CHANGE THE BOOK LATER.

ALL OF YOU WHERE IN A POSITION TO LEAD, COMMUNICATE, OBSERVE AND GIVE CRITICAL FEEDBACK TO PERFORMANCE OF OTHERS. SO, USING THOSE AREAS TO HELP YOU IN YOUR STRENGHS AND WEAKNESSES. USE YOUR UNIT 13 FROM LAST YEAR, LEADERSHIP ETC!