**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**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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.  |

**Unit 26 – Task 4 – Part A**

**Activities and achievements from my work placement**

* Write a couple of paragraphs that explain the activities you did during the work placement.
* Write a couple of paragraphs that explain the experiences you had during the work placement.
* Write a couple of paragraphs that explain the knowledge you gained during the work placement.
* Write a couple of paragraphs that explain the skills you developed during the work placement.
* Write a couple of paragraphs that explain what you found difficult during the work placement.
* Write a couple of paragraphs that explain why you want a future career in this area of the sports industry. If you do not want a future career in this area of the sports industry then explain why not.

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

* Write a couple of paragraphs that 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.
* Write a paragraph for each of the 5 SMART targets that explains how you achieved the SMART target. If a SMART target was not achieved explain the reason for this.
* Write a couple of paragraphs that explain how the work placement has helped your aims and objectives for your future career.

**My strengths during my work placement**

* You should include at least 3 strengths. For each strength write a paragraph that explains the areas of your performance that you have developed strengths in (giving specific examples) and why they are strengths for you e.g. communication, problem solving, teamwork, specific job related skills, organisation, customer service, use of initiative, confidence.
* For each strength write a paragraph that justifies why you feel this is a strength for you and how this strength could help you in the future.

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

* You should include at least 3 areas for improvement. For each area for improvement write a paragraph that explains the areas of your performance that you need to be improve (giving specific examples) and why you need to improve them e.g. communication, problem solving, teamwork, specific job related skills, organisation, customer service, use of initiative, confidence.
* For each of the areas for improvement write a paragraph that justifies 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.

**My suggestions relating to my further development**

* You should include at least 3 suggestions relating to your further development. For each suggestion write a paragraph that explains the further target, aim or objective (giving specific examples) 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.
* For each of the suggestions relating to your further development write a paragraph that justifies how they will help you meet your career aims (how will they help you get the job you want).