

# **Placement Guidelines**

for

# **Compiling the Evidence Portfolio**

and

# **Writing the Reflective Journal**

for  
**Diploma, Preparatory Year, and Bachelor's Degree  
students pursuing their LITP and/or IITP**

Last updated: October 2023

## *Compiling the evidence portfolio*

### *What is an evidence portfolio?*

The evidence portfolio is your way of systematically collecting various types of evidence related and relevant to your Local Industry Trade Practice (LITP) and/or International Industry Trade Practice (IITP). It provides:

- Information about yourself;
- Information about your role(s) during your placement;
- Information about your host company; and
- Evidence of your personal development throughout your placement journey.

### *What should your evidence portfolio contain?*

Your evidence portfolio must depict your experiences acquired from the placement. It must be divided into at least **three** sections:

#### *Section 1: Curriculum vitae and/or personal profile*

In this section, you need to present your curriculum vitae (CV) and/or personal profile.

This must be exceptionally detailed, well-presented, clear, updated, and inclusive of all the relevant information i.e., personal information, education, work experience, publications (if any), skills, languages, additional avocations (i.e., hobbies or minor occupations), and references.

#### *Section 2: Job description*

In this section you need to present:

- The organisational structure of your host company; and
- An exceptionally detailed and well-presented description of your job and your host company. **Do not forget to cite any information and/or material obtained online (e.g., from the company's website).**

## ***Section 3: Evidence of competences and development***

### ***3.1 Prior learning***

In this section, you need to provide a detailed description of what you already knew prior to the placement in terms of theory and practice. You need to make reference to:

- Theories learnt during the lectures at ITS or any other courses pursued outside of ITS;
- Prior placements (if any); and
- Previous experiences related to the area of your placement.

### ***3.2 Placement experiences***

In this section, you need to provide a description of all the experiences acquired from the placement, be they positive or negative, either per week or per experience.

**You are then expected to reflect in much more detail on these experiences in your reflective journal.**

### ***3.3 Evidence***

In this section, you need to present the evidence compiled during your placement period. This can include but is not limited to:

- Projects or work-based assignments;
- Personal reports;
- Minutes of meetings, action plans, progress reports;
- Internal and external emails;
- Examples, samples, photographs;
- Your responses to oral or written questions;
- Forms, documents, spreadsheets/worksheets, and/or manuals;
- Video or sound clips; and
- Social media content.

Feel free to find and present other appropriate forms of evidence related to your placement which are not on this list.

Other specific documentation may be requested for students pursuing the Diploma in Climate Friendly Travel and the Bachelor of Science in Diving Safety Management.

It is important that the evidence is work-related and relevant to your placement. In other words, any other activities performed OUTSIDE of your placement (e.g., holiday-related activities in the case of IITP students) **CANNOT** be incorporated in your portfolio.

There is no minimum or maximum limit for presenting evidence. However, ensure that you submit sufficient evidence of your placement experience so that the assessor is able to adequately validate your evidence and grade you accordingly. It is highly recommended that you also provide different types of evidence.

Make sure to caption or provide a very small description (not more than one or two sentences) of all the evidence you choose to present.

Additionally, make sure to incorporate any references and to obtain all the necessary permissions in line with the GDPR should these be required.

### **3.4 References**

In this section, you need to present at least **one** detailed reference letter from your employer, manager, or supervisor. Other reference letters and/or any other positive remarks made by your colleagues, clients, and/or guests are also recommended.

### **3.5 Declaration of Authenticity**

In this section, you need to declare the authenticity of your own work by filling in, signing, and presenting the authenticity form, which can be obtained from here: <https://its-elearning.com/course/index.php?categoryid=157>.

Upon accessing this link, you will then be directed to the 'Internships Submission Zones' landing page on VLE, where you can find and download the authenticity form from the 'Useful Documents' section as illustrated in Figure 1 on the next page:

### Useful Documents

- [Placement Guidelines for Compiling the Evidence Portfolio and Writing the Reflective Journal](#)
- [LITP-IITP Authenticity Form 2023-2024](#)
- [Marking Sheet \(Diploma, Prep Year, and UG\)](#)
- [Grading Rubric](#)

**ONE** authenticity form attached to the evidence portfolio suffices since the form is also inclusive of the reflective journal. In other words, the authenticity form does not have to be attached to the reflective journal as well.

## ***Writing the reflective journal***

You are also required to reflect on your personal experience during your LITP or IITP and write a reflective journal accordingly which must be **no longer than 1,500-2,000 words**.

A reflective journal gives you the opportunity to look back, self-assess, and highlight your personal and professional practice, strengths, weaknesses, the challenges faced, the overall learning curve acquired throughout your placement, and possible recommendations for future placements.

**It is important that the journal is work-related and relevant to your placement. In other words, any other activities performed OUTSIDE of your placement (e.g., holiday-related activities in the case of IITP students) CANNOT be incorporated in your journal.**

Make sure to address the below points when writing your report:

### ***Introduction:***

- Describe your role and place of work i.e., details about the company, the supervisors, the managers, the management system, the operations (i.e., how something works), and other related information.
- Reflect on your personal experience throughout the placement.
- Reflect on your personal qualities e.g., communication skills, interpersonal skills, leadership skills, and creativity skills, amongst others.

### ***Learning outcomes:***

Take a look at the learning outcomes from the respective module descriptor and at what you have learned during the lectures.

- What were you able to put into practice during your placement following your lessons at ITS? Please provide examples.

- Which learning outcomes do you feel you were most able to meet during your placement? Please provide examples (e.g., what learning outcomes did you meet when performing a particular task?).
- Which learning outcomes do you think have made your placement more successful? Please provide examples (e.g., which learning outcomes did you meet in class which you then found very useful during your placement?).
- Are there any learning outcomes which you feel you could not meet but wish you could have met during your placement?

**Practical dynamics:**

- How were the interaction and the relationship with your colleagues and the management?
- What did you learn from your colleagues and the management?

**Strengths:**

- What went well during your placement?
- Where did you excel?

**Weaknesses:**

- Where do you feel you could have done better?
- Is there anything you would have done differently? What would you have done instead?
- How can you be better prepared or do better next time?
- Is there any room for improvement?

**It is important to note that your assessor will not deduct any marks for discussing your weaknesses. On the contrary, a percentage of the total mark will in fact be allocated accordingly. Therefore, do not hesitate to critically reflect on your weaknesses and suggest any room for improvement.**

***Personal and/or professional challenges:***

- Did you encounter any problems/complaints/challenges? Did something not work out as expected?
- Did you deal with the problems/complaints/challenges well? How did you overcome them? Describe the strategies and problem-solving techniques applied.

***Learning curve:***

- What did you learn from a particular project and/or activity?
- What did you learn from the entire placement overall?
- What would you do to improve your experience next time?

***Conclusion:***

- What impact did the placement leave on you?
- How do you feel after completing the placement?
- Recommendations for future placements (if any).

**There is no need to strictly follow this structure, but it is highly recommended to incorporate these points throughout your journal. For example, you can incorporate these points when you are describing a particular task you were required to complete during your placement.**

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