

**School of Health Sciences**

**Division of Occupational Therapy & Arts Therapies**

**Resumé Preparation Tool**

Record of Practice Placement Experience

**Guidance for students**

This form is for your personal use and need not be shown to practice educators. The information recorded will be invaluable when completing selection criteria and job applications. Such documents commonly require very specific information and examples generated from practice experiences. Retain this form in your portfolio for future reference.

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| **Student details** |
| Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of workplace/practice placement setting:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of practice placement:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Have practice educators consented to be future referees?*  Yes No  If yes, provide contact details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **1. Briefly describe the service users/stakeholder group receiving services at this workplace.** |
| **2. Briefly describe the key features of the workplace including parameters of service provision and staffing.** |

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| **3. Briefly describe any workplace legislation/policies/procedures/guidelines/ resources you became aware of during the practice placement.** |

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| **4. Briefly describe opportunities for co-worker collaboration and networking with other agencies/workplaces.** |
| **5. List key information gathering and assessment processes/methods used.** |

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| **6. List key interventions and intervention programmes used.** |

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| **7. List key evaluation processes/methods used.** |

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| **8. Briefly describe a *practice example* that highlights key learning opportunities/ your achievements at this workplace.** |

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| **9. Generate a list of any other key skills and accomplishments stemming from this practice placement.** |