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1.1 introduction

In this report, the first section will cover the benefits of placements, reasons for going on placements and the various opportunities placements help arise. The second section will cover qualifications training needs analysis and a pre placement review. The third and final section will include a personal career action plan, cv as well as a cover letter.

1.2 Placement benefits

The benefits of a placement come without question as it's obvious its going to benefit the student in some way. (Business National, 2020) highlights some of the key benefits, which include improved skills and knowledge, including 'softer' employability skills, and specific technical skills and competencies, as well as Increased understanding and awareness of the world of work, accelerated personal maturity, self-awareness and ability to articulate skills and achievements. The main benefits I would highlight from that list is the gain of softer employability skills, which relates to on job experience; something that is hard to get in education. Another main benefit highlighted is increased understanding and awareness of the world of work. This is a good benefit as the world can be a confusing and unsettling place for a uni graduate, so a placement can help eradicate that confusion with understanding of the flow of working life.

1.3 Placement Rationale

Linked heavily with the benefits of going placement, the reasons for going on placement are plentiful. (Thebigchoice, 2020) states that 'You might think you know a lot about your dream profession, but won't truly know what it's really like until you've actually tried it.' This statement shows that the main reason for going on a placement is to truly identify whether this is your ideal job or not, and if it is, then a placement can identify which sector of the industry your most suited to and happiest in. RateMyPlacement Blog. (2017) further describes reasons for going on placement by stating: 'The Institute for Student Employers have reported that, last year, there

was an average of 75 applications for each graduate job.' This shows that competition is fierce in modern life, so adding a placement to your cv really helps you bump up the potential employment ladder.

1.4 Placement Opportunities

The main opportunity that placements provide is obvious, gaining more links in an industry, the chance of landing your dream job and discovering smaller opportunities within the business that such placement is taking place. Big companies aren't the only placement providers that offer decent opportunities, (Smith, J 2019) states that 'Small and medium-sized enterprises (SMEs) can provide students with fantastic practical experience, they provide superb opportunities for networking. If you're a confident, creative and motivated team player who is prepared to get stuck in, you could quickly become an asset at an SME.' This shows that it's not always about the size and success of the organisation your doing placement with, it's also about how you apply yourself to the organisation, and to make the most of every opportunity they provide. As a whole placements can open up opportunities within any organisation and show you a side to the business you never thought existed, especially if said organisation is one you're particularly interested in.

2.1 Qualifications audit

These are my current qualifications:

Stratton Upper School Biggleswade - 2015/2016. GCSE's

- Maths - C
- English - C
- Geography - C
- L2 Business BTec- Merit
- French - D
- Core Science- D
- Graphic Products- D
- Business studies- D
- Cefs- A

Gower College Swansea- 2016/2018

- Business BTEC Level 3 Diploma - Merit/Merit
- Institute of Financial Studies (IFF) - C
- Welsh Baccalaureate- Pass

Out of all my qualifications since GCSE, the ones which will be important to the events industry and will help me most are my several business qualifications to show organisational knowledge, maths to help with anything numbers and English to help with anything literate. My French GCSE would help if I decided to manage events somewhere abroad.

2.2 Training needs analysis

Most placements require some sort of on the job training, whether it's on site or off site. Training is a vital step into becoming more comfortable and confident in your placement, and to bridge the gap between new and experienced. (Cohen, J, 2006) states that 'Staff members lacking

proper training are likelier to leave the company either by their own choice, or through termination by the business for poor performance.' Which proves the importance of training during placements, as it helps solidify the individuals security in their job role, because of increased efficiency and performance.

2.3 Pre Placement Review

As a whole, I have found the pre placement experience to be interesting and engaging with a large variety of placement opportunities. I am yet to decide on a placement as there are a few organisations I'd still like to see, as well as extra curricular exams to focus on. I do however feel slightly more at ease with a rough idea on where I want to go. Rockley tempted me as I've been there before however I didn't think I was in the right time in my life to try it. I have also been tempted by waterfront museum and Dylan Thomas house, but I am yet to make a complete decision.

3.1 References

1. Business, N. (2020). What are the benefits of a quality placement?. [online] NCUB. Available at:
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<https://www.ratemyplacement.co.uk/blog/why-should-you-do-a-placement/> [Accessed 18 Jan. 2020].
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<https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/work-placements> [Accessed 20 Jan. 2020].
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<https://www.thebigchoice.com/work-placements/careers-advice/benefits-of-a-work-place-ment> [Accessed 18 Jan. 2020].

Personal career action plan

Goal: manage my own festival

Possible steps and strategies: gradually build up experience and knowledge by applying myself in several different event styles and organisations until I gain enough knowledge to run my own.

1. Secure a placement relevant for events, using university resources, by April/May
2. Excel in placement and gain more links, using the organisations facilities and personél, by 2022
3. Build my Cv enough to work for my ideal style of events organisation, by using previous skills, by 2023

4. Gain more knowledge experience and links in the organisation to work towards starting my own events team, by utilizing organisational resources by 2024
5. Gain the budget, employers and strategy necessary to set up my own festival, by 2025

Billy Howton
UWTSD
High street
Swansea Sa1 1ne
Ayjay4141@gmail.com
07948 191448

Mr Incharge
18/01/20
National Waterfront Museum,
Oystermouth Rd,
Swansea SA1 3RD

Dear Mr Incharge

I have a strong background in both communicating with others and teamwork. I am very interested in your events placement position.

Throughout university, previous employment and extra curricular teams, I have developed strong working relations and have developed my teamwork skills tenfold. I respond quickly to problems and have had good amounts of practice with planning and helping implement different types of events.

In the recent past I have helped organise and implement events with organisations such as Llys nini and copper bar, where I was awarded as one of the top contributors in the project. I have also previously completed 13 years of scouting where I have developed many teamwork and communication skills. I am currently in a five a side football team which practices this even further. Throughout my life I have been complimented on my ability to talk to absolutely anyone with ease, which I think will be a positive asset to your organisation.

I have been very impressed with how your events programme is run and I enjoy learning about the coastal history of Swansea bay. I look forward to meeting with you.

Yours sincerely
Billy Howton

Personal Profile

I am an outgoing, polite and loyal individual with the ability to socialise with anyone due to my strong communication skills. On top of this I have developed creative abilities which allows me to think outside the box. I'm an enthusiastic team player

who really enjoys working within a team environment. I have had a number of achievements due to my 11 years in Scouting, where I gained my Gold Award and learned valuable skills that I believe could utilise in any job/career I pursue. On top of this I volunteered as a Cub helper for 2 years, and have also worked at a primary school teaching pupils business studies as part of my course. I have recently been studying events management at UWTSD where I applied myself to leading roles in various situations and even got awarded top contributor when helping to set up and run event with the charity Llys Nini over Christmas. I am more than willing to apply myself to a role to get as much work experience as I can and help the business and myself to grow independence and succeed.

Skills

- Skilled problem solver - Good negotiator - Natural Leader - Motivated team player - Ability to handle pressure	- Self-motivated - Active listening skills - Strong verbal communication - Enthusiastic - Customer-orientated
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Work History

Library Assistant: 04/2015 - 05/2015

Biggleswade Library- Biggleswade, Bedfordshire.

- Maintained established merchandising standards, including window, sales floor and promotional displays.
- Welcomed customers into the Library and helped them locate items.
- Stocked and replenished merchandise according to Library merchandising layouts.
- Worked with disabled children in 'Rhyme Time' where we sang nursery rhymes and discussed books that we were currently reading.

Education

Stratton Upper School Biggleswade - 2015/2016. GCSE's - Maths - C - English - C	Gower College Swansea- 2016/2018 - Business BTEC Level 3 Diploma - Merit/Merit - Institute of Financial Studies
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- Geography - C - L2 Business BTec- Merit - French - D - Core Science- D - Graphic Products- D - Business studies- D - CeFS- A	(IFF) - C - Welsh Baccalaureate- Pass
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Leisure/Interest

I am passionate about music, songwriting, art, walking, skateboarding, basketball and football. Currently learning to drive.

Reference List

Suzanne Wells
Lecturer
University of Wales Trinity St David
Swansea Business Campus High Street
Swansea SA1 1NE
suzanne.wells@uwtsd.ac.uk
+441792481234