



Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives



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Objectives:

- Placement enquiries
- Paperwork
- Action Plans



- QR Code to Microsoft Forms to Evaluation and Feedback
- Alternatively: Click the Link:
- [Module Evaluation Questionnaire 22/23 \(Page 1 of 8\) \(office.com\)](#)
- We Value your feedback and ask that you provide it for each module.



Placement Enquiries



- For the first part of this session, we will be focussing on Placements.
 - Have you secured your placement?
 - Where is it?
 - Have you completed your placement?
 - Feedback on your placement
- Do you need support finding a placement?

Paperwork

- Placement Paperwork PRIOR to starting:
 - PL1a – Placement Provider Agreement
 - PL1b – Placement Provider H&S Questionnaire
 - PL1f – Student Placement Induction Checklist
 - PL1c – Online Microsoft Forms
- Placement Paperwork FOLLOWING placement:
 - PL1g – Feedback
 - PL1f – Induction Checklist



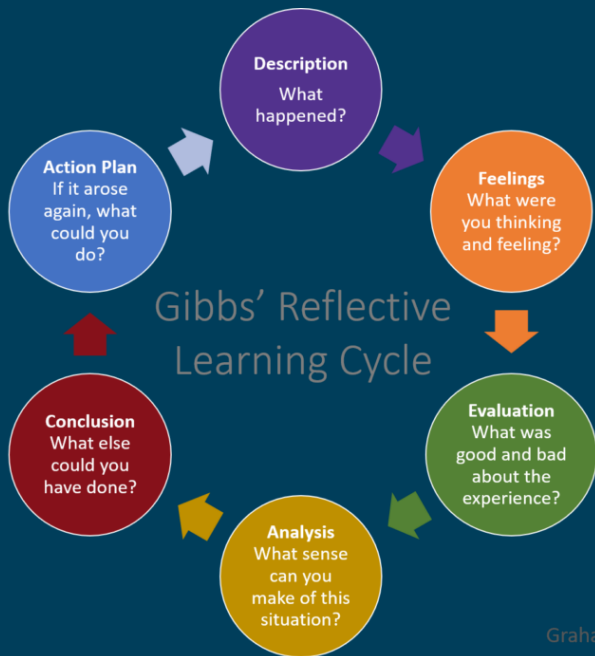
Action Plans



How to write an Action Plan (Gibbs)

- Firstly, you need to reflect on what you have written about in your:

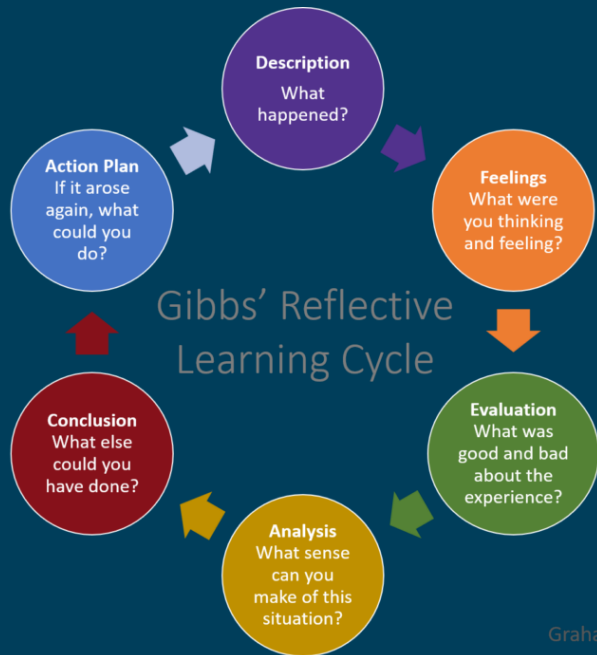
- **Description** of the experience
- **Feelings** and thoughts about the experience
- **Evaluation** of the experience, both good and bad
- **Analysis** to make sense of the situation
- **Conclusion** about what you learned and what you could have done differently



Graham Gibbs, 1988

How to write an Action Plan (Gibbs)

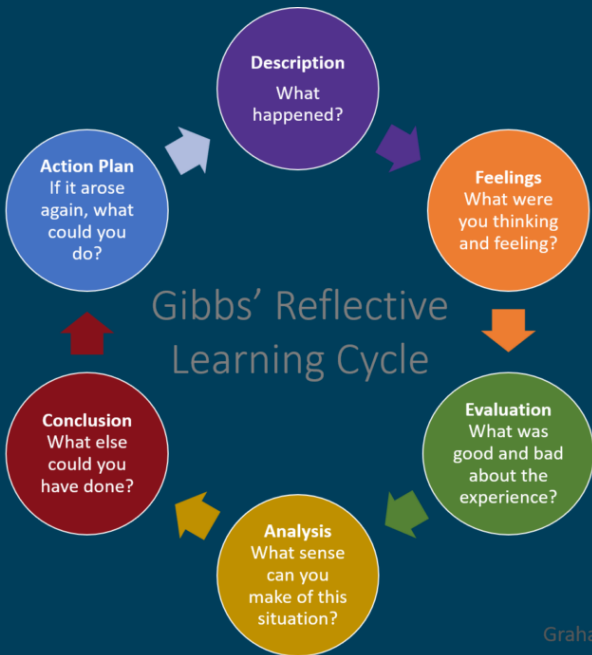
- You then need to ask yourself:
 - If this happened again, what could I do?
- Start by thinking about the literature and research that you have used to analyse the experience.
 - What have you learnt?
 - What immediately comes to mind?



Graham Gibbs, 1988

How to write an Action Plan (Gibbs)

- You could look at creating a structure to your Action Plan using the SMART Objectives:



Graham Gibbs, 1988

Setting SMART goals

BiteSize Learning



Specific

The goal is concrete and tangible - everyone knows what it looks like.



Measurable

The goal has an objective measure of success that everyone can understand.



Attainable

The goal is challenging, but should be achievable with the resources available.



Relevant

The goal meaningfully contributes to larger objectives like the overall mission.



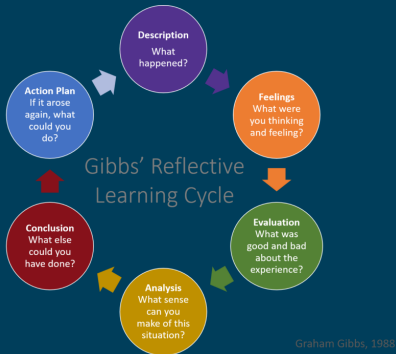
Timely

This goal has a deadline or, better yet, a timeline of progress milestones.

How to write an Action Plan (Gibbs)

Specific:

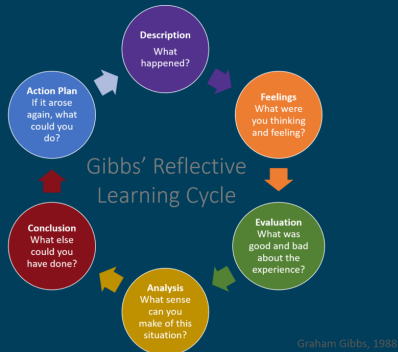
- In order for a goal to be effective, it needs to be specific. A specific goal answers questions like:
 - What needs to be accomplished?
 - Who is responsible for it?
 - What steps need to be taken to achieve it?
- The main goal is to have a better understanding about what happened, so I can prepare myself in case it happens again.
- Can you give me any examples?
 - Knowing that I will be going to work with children again in the near future, I will...
 - Complete additional CPD in the field
 - Developing my understanding of a certain topic



Setting SMART goals

BiteSize Learning





Setting SMART goals

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How to write an Action Plan (Gibbs)

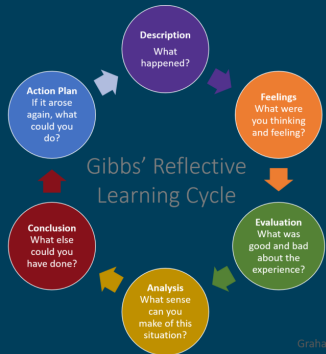
Measurable

- Specificity is a solid start, but quantifying your goals (that is making sure that it is measurable) makes it easier to track progress and know when you've finished the finish line
 - The goal has a MEASURABLE objective
 - Can you measure the success of that goal
- How do we Measure on Objective?
 - Monitor and record your progress regularly, even small amounts of learning, understanding or progress is positive growth.
 - Using benchmarks can help towards a bigger goal.

How to write an Action Plan (Gibbs)

Attainable

- This is the point in the process where you give yourself a reality check.
- Goals should be realistic – not pedestals from which you inevitable tumble.



Setting SMART goals

BiteSize Learning



- Ask yourself:
 - Is your objective something you can reasonably accomplish?
- Safeguarding the achievability of your goal is much easier when you are the one setting it.

How to write an Action Plan (Gibbs)

Relevant

- Here is where you need to think about the big picture
- Why are you setting the goal that you are setting?

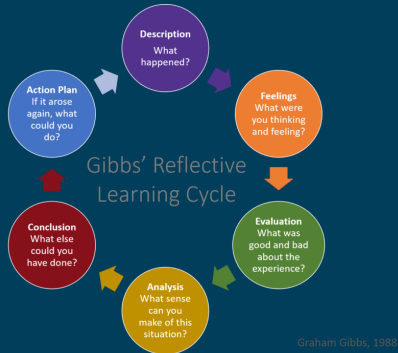
- Think about:
 - What is the impact?
 - So what?



Setting SMART goals

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Setting SMART goals

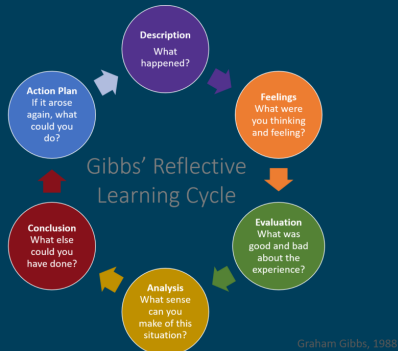
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How to write an Action Plan (Gibbs)

Timely

- To properly measure success, you need to set yourself a timeframe.
 - What is your 'time horizon'?
 - When will you start creating and implementing the tasks that you have identified?
 - When will you finish?
- SMART goals should have time-related parameters built in, so that you can stay on track within a designated time frame.



How to write an Action Plan (Gibbs)

- Key things to consider:
 - If you are using Gibbs' Reflective cycle, you will need to produce an action plan.
 - This could be a series of a few objectives that you have identified within your reflection.
 - This may be short paragraphs based on each objective, or;
 - A longer paragraph combining objectives.
 - There should always be a **WHAT HOW WHEN** element to your action plan, which will support you in planning for next time.

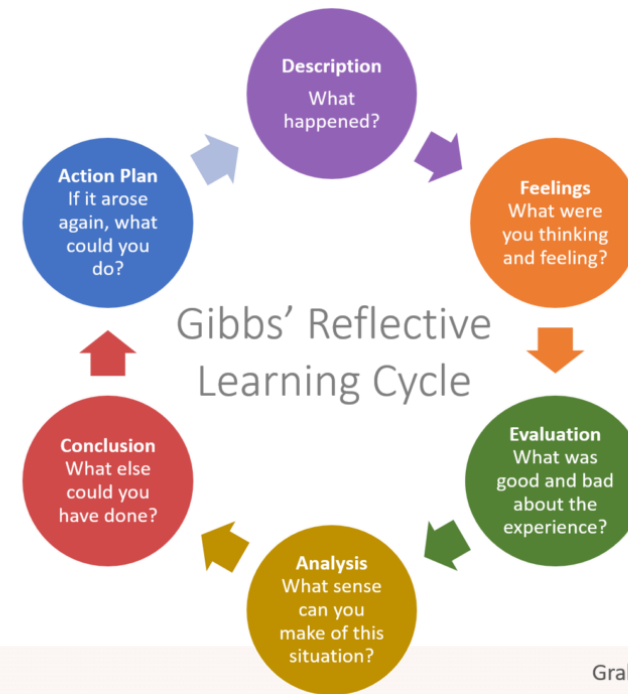
Setting SMART goals

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Action Plan TASK

- Using the Smart Objectives, Write an Action Plan for yourself considering your assignments for the remainder of your modules this year.
- If you have already finished your placement, you could alternatively start to construct your action plan for your assignment.
- If you would like feedback, please email me your action plan and I will provide you with constructive feedback.



Graham Gibbs, 1988

Setting SMART goals

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