

Internship and volunteerism

Gabriella Jones- 2404975

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Introduction

An implementation plan has been made to support placement within Pembrokeshire County Council where I will undertake a position to develop my work experience and help reach personal and professional goals.

Goals and objectives

Creating a skills audit (seen appendix A) has allowed me to identify my strengths and weaknesses, further allowing me to create goals and objectives based off the identified weaknesses.

As part of my placement, I aim to build a professional network to help build resources, support and skills. An Academic Medicine journal article says not networking can be detrimental to professional's careers and emphasise the importance of networking for long term career development (Georgeanna, 2016).

I have only had small part time jobs that requires minimal skills in an informal setting, whereas as part of this work experience I aim to build my confidence in professional settings, interviews and unfamiliar workplaces to support my future career.

Another goal is to identify if this sector and industry is a potential future career path. Through completing work experience in the council, I hope to identify which areas I enjoyed and others I disfavoured it help with future career decision making.

My final goal is to enhance my skills and knowledge. Gaining experience from undertaking placement will support me when applying and working in future jobs as I hope to broaden my skills set and experience (Spann et al., 2025).

Role within placement

I will carry out 90 hours of unpaid work experience where my role includes using Microsoft IT software, working collaboratively within management, marketing and analytics departments, observing calls and procedures, assisting and making recommendations in project plans, conducting research and preparing reports and presentations. Once I have met the team and completed my induction I will gain a better understanding of my role within placement.

Key Milestones

I created a Gantt chart on Excel to keep track of my key milestones. This Gantt chart gives me a visual representation of my placement and assignment progress and shows how long it should take. The Gantt chart will help me manage my time better, break tasks down, monitor my progress and act as a check list. I have colour coded the tasks;

green being basic tasks, red being assignment deadlines and yellow being time spend during placement.

Internship and Volunteerism																			
Task	Start	End	Mark when complete	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb	6-Mar	13-Mar	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	1-May	2-May	
Research	31-Jan	13-Feb	☑																
CV	6-Feb	6-Feb	☑																
Skills audit	6-Feb	6-Feb	☑																
Personal objectives	6-Feb	6-Feb	☑																
Application	13-Feb	13-Feb	☑																
Meet the team	21-Feb	21-Feb	☐																
Paper work and risk assessment	13-Feb	20-Feb	☐																
Assessment 1	20-Feb	6-Mar	☐																
Undertake placement	6-Mar	27-Mar	☐																
Journal	6-Feb	2-May	☐																
Reflection	24-Apr	2-May	☐																
Assessment 2	10-Apr	2-May	☐																
Assessment 3	10-Apr	2-May	☐																

Potential Risks

Taking on placement will be rewarding as I will gain experience, broaden networks and aim to reach my personal and professional goals, however, there are potential risks such as time management. Alongside placement I will be required to attend university lectures and complete multiple assessments, attend shifts at my part time job, stick to my fitness routine, and balance my social life. Managing all of this will leave me prone to burnout which I will have to be mindful of during this period.

Being reliant on my placement provider is a risk due to them being able to make last minute changes, waiting on finalisation and them moving slower than my deadlines. This may leave me to not being able to make the progress I would like to make on deadlines or objectives.

Having minimal experience and knowledge within this industry could lead me to not understanding tasks and objectives within the role. This is a risk as I may fall behind on tasks, lower my confidence and progression.

There is a personal financial risk as I will have to lower my shifts at my job, where I will then be losing out on paid working hours contributing to financial stress.

Resource Requirements

A number of resources are required for this placement, some which I already have access to, and some which I will need to source. I am required to produce signed forms from me, my placement provider and the university as a written agreement, health and safety compliance, risks assessments and to use as a legal resource.

A CV is another resource I will need for this placement, which will act as an overview of my education and employment history, skills and provide the placement provider with contact details. A CV is an important resource as it highlights transferable skills and will allow the placement provider to ensure I am a suitable candidate in their business (Barclays, n.d.). I have a CV from previous employment that I had to update in order to send to my placement provider.

A journal is required resource that I will use to record my time and experience during my placement which will allow me to reflect and review my goals and objectives. The journal will also allow me to complete my second assignment. My journal will be produced via OneDrive.

Two required tangible resources would be a computer/laptop and a telephone to help me carry out tasks within my placement, log in my journal and contact relevant people. I already have both of these resources which I will continue to use over my placement.

A suitable workplace within the business and at home will be a required resource. An area with space and low levels of noise that will help me concentrate and carry out required tasks (Gov, n.d.). I have an office room at home where I can carry out work, and am I awaiting my induction to ensure there is a suitable workplace within the council

Measure Success

Measuring the success of my placement will help me ensure I am reaching my goals and criteria of this module. To measure success, I will keep journal to record my experience, challenges and positives which I can reflect on come the end of my placement to understand what was successful.

I will aim to stick to my ghannt chart in order to reach deadlines on time and ensure I am completing mandatory tasks that will contribute to my success.

Every week I will report back to my skills audit (seen appendix A) and goals to understand if I am moving forward in these areas, and review areas where I am not.

During the end of my placement, I will ask my placement provider for positive and negative feedback to build on my personal goals and understand how successful my placement went (Education, 2024).

Appendix

Appendix A:



INTERNSHIP & VOLUNTEERISM

Assessment 1 – Pre-Placement Skills Audit

Name: Gabriella Jones

Placement Provider: Pembrokeshire County Council

Date: 19/02/2026

The purpose of this skills audit is to assess your skills set prior to you undertaking your placement to establish what skills you need to improve during your placement. Please be honest, take some time for self-reflection and when responding to each skill try to think of an example of when you may have done this.

Skill	Already there	Well on the way	Gathering speed	Not currently
I think about the whole system when working to solve problems and developing ways of doing things	X			
Example: when dealing with difficult customers at work, I look at the whole system, assessing body language, the likelihood of the situation escalating, and actively listen, which all contributes to solving the problem and identifying a resolution.				
I have the ability to address current and future problems creatively		X		
Example: I often rephrase the problem to help generate multiple ways to address it. Such as; 'what can I do now to work towards the problem' 'what information do I need to find' 'what is currently working'.				
I am confident in assessing and critiquing a range of information sources	X			
Example: I have been required to do this throughout school, college and university when completing work, resulting in having lots of practice and building my confidence.				

I have a critical understanding of connections between environment, social and economic factors			X	
Example: I briefly researched and studied the connection between these three areas and have a rough understanding, however there are gaps in my knowledge when looking at this topic.				
I am capable of engaging in self-reflection and analysis	X			
Example: I practice mindfulness through yoga and journaling to support personal growth and prompt clear thinking.				
I have a commitment to lifelong learning	X			
Example: I've been in education pretty much all my life and working from 16 years old. Have the drive to constantly learn.				
I am committed to supporting and encouraging others with life-long learning	X			
Example: I contribute in group activities or assignments. I also have 3 younger siblings who I help to complete homework, pass on my revision materials and experience and provide some transportation to and from school.				
I am innovative and adaptable, proactive rather than reactive		X		
Example: I attended the 2024 Welsh Enterprise Competition where I had to be innovative, adaptable, and proactive in order to complete the task at hand, within a time frame. However, from time to time I can be more reactive than proactive, especially in an already stressful situation and therefore must move through additional steps to regain focus.				
I am an engaging and dynamic communicator (written)		X		
Example: My assignment work and professional work show for it.				
I am an engaging and dynamic communicator (oral)			X	
Example: My face-to-face job interactions and personal life show for this; however, this could definitely be improved in academic presentations and professional settings.				
I am an effective networker			X	
Example: I have a LinkedIn account that can be used to network, apart from this I have not had any experience networking.				
I am an effective facilitator		X		
Example: I can delegate and manage tasks, support others and their personal learning techniques, and I have good time management skills. I have not been able to apply these skills outside of a school environment.				
I work well in cooperation with others	X			
Example: from working in a couple of different jobs, coming from a big family and being in different educational settings, I have worked well with different personalities and situations.				
I am a well-practiced and effective active listener		X		

Example: training in work, understanding tasks, and listening in lessons. Sometimes I do not effectively retain information I have been given; however, I find taking notes and asking questions on areas I have missed to be helpful.				
I can organize myself and manage my time effectively	X			
Example: every week I use a planner to organize my week as well as an annual calendar to keep track of events, deadlines, and shifts.				
I understand how to act as a responsible citizen	X			
Example: I donate my clothes and household items to charity shops and clothes banks and have hosted charity events to raise money to help give back to important communities. I also vote and keep up to date with current news or issues.				
I have a clear vision of forthcoming change and how to act to reach a sustainable future			X	
Example: I am a vegetarian and also recycle which both contribute to reaching a sustainable future. I try to make changes where I can when looking at sustainability but still have a while to go.				
I feel competent in leading on change for social, environmental and/or economic benefit		X		
Example: I understand the importance of factoring in social, environmental, and economic aspects when planning and decision making.				
I feel comfortable speaking openly about my values			X	
Example: I often keep quiet about my values unless directly asked, where then I am then comfortable speaking out.				
I can lead with integrity driven by my own values		X		
Example: my decisions and actions are usually led by my values, and I own up to mistakes in whatever setting.				

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