The information below is provided to assist you in the assessment for the placement component of the unit. Full details regarding assessment will be provided at the commencement of Trimester 2 on Cloud Deakin.

Articulating professional skills and attributes

This is to reflect upon and articulate the key skills and attributes that you have acquired to date, for example during your (i) studies at Deakin, (ii) your work placements or other work and volunteer experience and (iii) your extracurricular activities. These attributes are often regarded by employers and professional organisations as highly desirable in graduates, and you may utilise your responses to the questions below in addressing the key selection criteria in future job applications. Please read all of the instructions carefully and complete all parts of this assignment.

Part 1
a. Outline your career aspirations and goals. (maximum 150 words)
b. Where did you undertake your placement; what was your role; and what specific activities did you undertake? (maximum 150 words)
c. Making reference to your career goals in (a), why did you choose this organisation? How will you benefit from working there? (maximum 150 words)
d. Making reference to your performance evaluation and/or following discussions with your supervisor, indicate: (maximum 400 words)
   • how your placement will contribute towards helping you to achieve your career goals;
   • making reference to the Deakin Graduate Learning Outcomes (DGLOs) (see your unit guide or course website), what professional skills and attributes has your placement helped you to acquire;
   • what did you learn about yourself, your knowledge and your capabilities
   • what professional skills or knowledge do you need to improve on or acquire to enhance your employability and/or performance in your preferred work place?
e. How have your career goals changed as a consequence of your placement? (maximum 150 words)

Part 2

The questions below relate to the Deakin Graduate Learning Outcomes (DGLOs). They are designed to help you articulate the key skills and attributes that you have acquired during your placement and other experiences, so that you may use your responses in addressing key selection criteria for future job applications.

You are required to provide an answer to one of the two questions in the eight categories (below). There should be eight answers in total. Each answer should be one paragraph in length (maximum 150 words). At least four of the responses must be related to your professional practice placement.

1. GLO1: Discipline-specific knowledge and capabilities
   a. Were you able to utilise the discipline knowledge and skills gained throughout your degree in your placement? If so, how?
   b. If the answer to (a) is “No”, what type of career or work place would allow you to implement the knowledge gained from your studies?
2. **GLO2: Communication**  
a. Describe a time when you persuaded people to do something your way and the outcome.  
b. Describe a time when you have used your communication skills to resolve a dispute.

3. **GLO4: Critical thinking**  
a. Provide an example of when you had to gather information from two or more resources. What patterns or inconsistencies did you notice?  
b. Provide an example of when you had to ‘think on your feet’.

4. **GLO5: Problem Solving**  
a. Give an example of a time when you had to decide between two options and how you made a decision.  
b. Describe a time when you used the wrong solution to a problem. What did you do about it?

5. **GLO6: Self-management - Time Management**  
a. Give an example of a time when you missed a deadline. What were the consequences?  
b. Give an example of a time when your study or work schedule suddenly changed. How did this affect your other commitments? How did you manage the situation?

6. **GLO6: Self-management - Initiative and Leadership**  
a. When have you used initiative to solve a problem?  
b. Describe a time where a problem arose and your supervisor was not available. What happened?

7. **GLO6: Self-management - Relationship Building**  
a. Give an example of a time when you have had to build a relationship with someone you have never met.  
b. Give an example of a time when you had to deal with a difficult person. What happened?

8. **GLO7: Teamwork**  
a. Describe a time when you had to arrive at a compromise with your team, or had to help others arrive at a compromise.  
b. Describe a situation when you were a member of a team that struggled or failed to accomplish its goal. What were the reasons for this?

**Employer Evaluation**

*Your Supervisor is asked to complete an Evaluation Form, with you,* which must be returned directly to the School by your supervisor, at the completion of your placement. Marks will be awarded based on completion of the 80 hours of work experience AND a satisfactory evaluation of performance by the supervisor.