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**Practical Dog Management**

**Assessment Brief**

**Assessment Technique – Learner Diary Assignment**

**Cover Sheet**

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| Class Group | 6N1947 |
| Assessor | Megan Sequerah |
| Component Title and Code | Work Experience 6N1947 |
| Programme Title | Practical Dog Management |
| Assessment Technique | Assignment |
| Weighting | 40% |
| Title | Portfolio / Collection of Work |
| Description | A portfolio or collection of work is a collection and/or selection of pieces of work produced by the learner over a period of time that demonstrates achievement of a range of learning outcomes. The collection may be self-generated or may be generated in response to a particular brief or tasks/activities devised by the assessor. |
| Issue Date |  |
| Submission Date |  |
| Learning Outcomes Assessed | 1 Evaluate the characteristics of the organisation or workplace, to include its status whether public, private, voluntary or other, size, organisational structure, mission and values, the workplace culture and management practices  2 Assess internal and external issues, challenges and trends affecting the workplace, to include as appropriate, local, national, global, team-based and cultural issues, and a personal response to the issues or challenges identified.  3 Research the specific legislation and regulations relevant to the place of work and vocational context; including rights and responsibilities in relation to, health, safety and welfare at work, equality,  4 Evaluate the organisations internal and external policies and procedures ensuring appropriateness to current legislation and regulations  8 Show judgement and initiative while working autonomously and or in a supervisory capacity, taking responsibility for own work and the work of others and allocating resources as required  9 Contribute positively to the achievement of objectives and or targets in the workplace working autonomously and or with responsibility for the work of others  10 Execute work practice duties and responsibilities in a professional manner ensuring respect and safety of Colleagues and staff  11 Reflect on personal and professional work practices, to include feedback from senior staff or mentors and colleagues or team workers on individual performance, achievements, strengths and challenges  12 Review at own learning and progress and that of others within the workplace or team, to include identification of personal and professional skills, abilities and strengths, areas for development and opportunities for learning and career development within the vocational field. |
| **Guidelines**  *Essay Reflecting on Work Experience*  Your essay should reflect your time during your placement, what you did, what you learned, what you could have done better, and what you will take away from completing this programme.  You are free to choose your own style of writing, but it is essential you cover the below topics.  Details of the organisation / company (this can include business format, industry, main activities, staff organisational structure)  Details of your placement (what were your roles, what policies did you have to comply with, what procedures were you trained in, what you liked most about your role and why, what you liked least about your role and why, was the reality of the role what you expected)  Details of your performance (over the duration of your placement, what knowledge did you gain, what skills did you gain, when did you use your own initiative, what solo work did you complete, in the future what would you need to do to improve upon your performance (more knowledge / experience / confidence etc., and in what element of the role) and critically evaluate your capabilities within the role).  Details of the challenges encountered with employees and other management, how you dealt with said challenges, and how you utilised feedback.  Evaluate the organisations internal and external policies and procedures ensuring appropriateness to current legislation and regulations, and recommendations on where you believe further policies and procedures would be beneficial.  The conclusion of your essay should include critical reflection on your role. Has the placement changed your outlook on this role / industry, and how can you carry your learning into another role or industry, and insight to whether or not this work experience has shaped your thoughts on future work in this role, to include identification of suitable professional development  Reference should be made to best practise guidelines for this particular sector / industry  **Presentation of evidence**  The essay must be word processed, font style new times roman, font size 12 and line spacing one. All work must be clearly referenced. Proofread your assignment to make sure it is error free.  Word count guidelines 2000-2250 words, excluding appendices (Bibliography, references, charts etc.)  Your diary entries must be submitted in print form, using times new roman size 12. Your submission can be placed in a folder; however sheets must not be submitted in plastic poly pockets or similar as your tutor may write comments on your original material.  Material must be submitted no later than 5pm on your due date.  If you choose to post your submission to us, please photograph the documents before placing them in an envelope, please post with registered post and submit a photograph of the receipt received.  If submitting by registered post the assessment must be posted a minimum of 48hrs prior to assessment due date.  PLEASE ALSO EMAIL AN ELECTRONIC COPY OF YOUR ASSESSMENT TO assessments@creedoncollege.ie | |

**Please submit the below along with your assessment documentation.**

**Declaration**

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| Learner Name |  |
| I confirm that:  I have been provided with information about Creedons College of Canine Studies assessment and appeals procedures and my responsibilities with regard to assessment.  The assessment work produced by me is all my own original work | |
| Learner Signature |  |
| Date |  |
| Note to Learners:  Assessments will not be accepted without this coversheet.  Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. This can be the ideas, arguments, concepts, or work of another learner, or elsewhere without referencing or acknowledging the source of the information properly. All such work must be acknowledged as per the information on plagiarism provided by the College. Any learner who presents work as their own will be investigated in line with the Creedons College of Canine Studies Assessment Malpractice procedures and may be awarded a zero grade.  Learners should keep copies of all assessment submitted, where applicable. | |