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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 | 60% |
| Title | Learner Record |
| Description | A learner record is the learner's self-reported and self-reflective record in which he/she describes specific learning experiences, activities, responses and skills acquired. |
| Issue Date |  |
| Submission Date |  |
| Learning Outcomes Assessed | Execute a range of vocationally specific tasks and activities during a minimum 2 month dog daycare work practice placement  Apply effective communication skills in communicating with colleagues, staff and external individuals or groups as required working autonomously or in a supervisory capacity  Allocate resources to analyse and solve routine and non-routine problems arising in the dog daycare workplace  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  Contribute positively to the achievement of objectives and/or targets in the workplace working autonomously and/or with responsibility for the work of others  Execute work practice duties and responsibilities in a professional manner ensuring respect and safety of colleagues and staff  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 dog daycare industry. |
| Guidelines  You will be required to complete a learner diary through the delivery of this programme.  Complete a diary of work placement using the below template as a guide. You will be required to submit 15 diary entries.  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](mailto:assessments@creedoncollege.ie) | |

## Work Placement Diary Template

|  |  |
| --- | --- |
| Place of Work Placement |  |
| Date |  |
| Start and Finish Time |  |
| Summary of tasks completed today | |
|  | |
| Give details of what you did well today | |
|  | |
| Give details of what you could have done better today | |
|  | |
| What areas of your performance are you going to focus on improving | |
|  | |
| Describe in detail new information or skills you gained today | |
|  | |
| Describe in detail any challenges you faced today, and how you attempted to overcome them | |
|  | |
| Details of feedback received from your mentor or supervisor today, and how you did, or will, implement the feedback | |
|  | |
| Provide details of communication skills that were applied during your day, and give feedback on how you think you performed | |
|  | |
| Did you carry out solo work today? If so, explain how you used your own initiative while working solo, to take responsibility for your work | |
|  | |

*This is an example of suggested topics to cover in your learner diary. You are welcome to also include additional information if you believe it to be reflective of your learning experience.*

*Please note, you are welcome to copy and paste the template into a work document and fill it in in detail in a document, please do not print and complete this template by hand.*

**Declaration**

|  |  |
| --- | --- |
| 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. | |