

Check List for Diary of Work Placement

- Is your Diary of Work Placement handwritten or word processed?**
- Have you checked your word count – between 1000 and 1500 words?**
- Does your Diary relate to your LCVP work placement that you engaged in during the course of the two year programme?**
- Have you been consistent in your use of punctuation, capitals, font, underlining etc?**
- Have you a clear title stating it is a Diary of Work Placement?**
- Did you state your name as the author?**
- Did you state the name and address of your employer? (perhaps describe the organisation)**
- Have you included the dates of your work placement?**
- Have you included the title of your job?**
- Have you described the job?**
- Have you stated your reasons for selection?**
- Does your reasons include career aspirations/skills/leaving Certificate subjects?**
- Does your document have a clear diary structure?**
- Have you a minimum of three dated entries?**
- Have you allowed one page per dated entry?**
- Have you dated each entry, including starting time and finishing time?**
- Have you included a factual account of each dated entry?**
- Have you included an analysis of your performance in different situations?**
- Have you evaluated the experience in light of personal vocational aspirations?**
- Have you applied the knowledge you learned to home situations?**
- Have you applied the knowledge you learned to school?**
- Have you applied the knowledge you learned to your local community?**
- Did you record the skills you learned to home situations?**
- Did you record the skills you learned to school?**
- Did you record the skills you learned to your local community?**
- Did you submit an appendix with a maximum of two items?**
- Proof read your Diary of work placement again before including it in your Portfolio.**
- Make any corrections necessary.**
- Remember, you submit your *best* work for assessment.**