

# my time to shine

## WELCOME PACK



Member of  
**Skills Builder**  
PARTNERSHIP



**MOVEMENT  
TO WORK™**

# Welcome

Congratulations on securing your Movement to Work placement - this is an exciting step on your career journey!

This placement is a great opportunity for you to develop and learn new skills, meet new people, and get an insight into the business / sector you have chosen. Each placement has been designed to give you the best experience possible. Your mentor will be on hand to support you with any issues, and your placement manager is there to answer your questions at any time.

This pack will help you make the most of your time, by helping to record, reflect and review your experiences. You should complete this pack by yourself or with the help of your placement manager where stated.

Before your placement, you should:

- Read through this pack and complete the relevant sections, making sure you understand each of the elements.
- Use the resource guide to have a look at the materials available to help you learn and develop, and complete the courses right for you. These will help you to develop skills, find the right career and be successful on the career path you choose, amongst other things.
- Complete the 'before' section of the Self-Assessment. This will help you to think about the skills you have learnt and developed so far, and the skills you need to develop during your placement.

During your placement, you should:

- Complete the 'contact details' form.
- Complete your work experience diary, taking time to reflect on the activities you are doing, what you have learnt and areas for development. This is also the place to write down any thoughts, feelings or reflections that may help you going forward, or may be useful feedback for your placement manager.

After your placement, you should:

- Complete the 'after' section of the Self-Assessment with your supervisor. This will help you to look back on your time and assess how, and which skills you have developed, and where you may need to develop in the future.
- Ask your placement manager for your signed graduation certificate. This is recognition of completion of your placement.
- Build your CV. Using the work experience diary, update your CV with the activities and skills you have learnt on your placement. You can use Accenture's Skills to Succeed modules to help you (link in resource guide).

## Good luck!

## CONTACT DETAILS

### Me

Name:

Contact Number:

### Placement Manager

Name:

Role:

Contact Number:

### Mentor

Name:

Role:

Contact Number:

### Employer

Name of employer:

Address:

Placement start date:

Placement end date:

## RESOURCE GUIDE

There are a number of resources that can help you to develop skills, build confidence, learn new things and connect with your peers. The following resources are available free of charge from Movement to Work.

### 1. Skills to Succeed Academy

The Skills to Succeed Academy, created by Accenture, is an online training programme that can help you to build the skills and confidence needed to choose the right career, find a job and be successful in the workplace. The Skills to Succeed Academy contains 36 modules split across three courses:

- Choose a Career
- Getting a Job
- Success in Work

The following modules to help build your CV are also available, which you should access once you have finished your placement:

- Create Your CV / Resume
- Tailor Your CV

To register, go to [www.s2sacademy.com](http://www.s2sacademy.com), click on 'Learner Registration' and use the learner access code: MTW123

### 2. Digital Skills

Accenture Digital Skills is another online learning platform made up of bite-sized, animated modules that help you to develop digital confidence and knowledge. There are seven digital skills courses, which cover a number of key digital skills, from the role digital plays in the world of work to social media and digital marketing. The courses take you through concepts and applications, make sense of the ever-evolving world of digital, and help you to grow in confidence and stay relevant in today's digital age.

Digital skills are becoming increasingly important in the workplace, no matter what career path you choose. We would suggest completing the modules that interest you either before your work placement.









To register, go to [www.futurelearn.com/accenture](http://www.futurelearn.com/accenture) and sign up to any combination of courses.

## SELF-ASSESSMENT

### Key skills

The [Skillsbuilder Universal Framework](#) outlines the following eight skills as essential for the workplace. You may have developed some of these skills already at school, college or in a previous role. It is important that you develop these skills through further practise during your work placement and in everyday life.

These skills are sometimes called key skills, employability skills or transferable skills.

SKILL		WHEN / HOW COULD I USE THIS SKILL?
	<p><u><a href="#">Listening</a></u>  <i>The receiving, retaining and processing of information or ideas</i></p>	<ul style="list-style-type: none"> <li>• Learning about a task or problem</li> <li>• Working with other team members or colleagues</li> </ul>
	<p><u><a href="#">Speaking</a></u>  <i>The oral transmission of information or ideas</i></p>	<ul style="list-style-type: none"> <li>• Communicating an idea to a group</li> <li>• Giving feedback to colleagues</li> </ul>
	<p><u><a href="#">Problem Solving</a></u>  <i>The ability to find a solution to a situation or challenge</i></p>	<ul style="list-style-type: none"> <li>• Finding a solution to a problem</li> <li>• Dealing with conflict in a team</li> </ul>
	<p><u><a href="#">Creativity</a></u>  <i>The use of imagination and the generation of new ideas</i></p>	<ul style="list-style-type: none"> <li>• Solving a problem or challenge</li> <li>• Suggesting new ideas</li> </ul>
	<p><u><a href="#">Staying Positive</a></u>  <i>The ability to use tactics and strategies to overcome setbacks and achieve goals</i></p>	<ul style="list-style-type: none"> <li>• Learning from mistakes</li> <li>• Making the best of any situation</li> </ul>
	<p><u><a href="#">Aiming High</a></u>  <i>The ability to set clear, tangible goals and devise a robust route to achieving them</i></p>	<ul style="list-style-type: none"> <li>• Planning a task</li> <li>• Setting targets and goals to achieve</li> </ul>
	<p><u><a href="#">Leadership</a></u>  <i>Supporting, encouraging and developing others to achieve a shared goal</i></p>	<ul style="list-style-type: none"> <li>• Motivating team members to complete a task</li> <li>• Supporting colleagues with difficulties</li> </ul>
	<p><u><a href="#">Teamwork</a></u>  <i>Working cooperatively with others towards achieving a shared goal</i></p>	<ul style="list-style-type: none"> <li>• Helping a colleague to complete a job</li> <li>• Working in a group to solve a problem</li> </ul>



## SELF-ASSESSMENT

### Before your placement

Before you start your work placement, think about how you may have already demonstrated these skills, and the areas you need to develop most. Complete the 'before' section of the self-assessment table below by putting a tick in the box which you think most accurately reflects this. You should take time to consider:

- What have I done to develop this skill so far?
- Can I think of examples of when I have used this skill?
- How confident am I at using this skill now?

### During your placement

During your placement, take time to think about how the activities are helping to develop these skills and use the work experience diary on the following pages to reflect and record your development. You should take time to consider:

- What is this activity trying to teach me? What have I learnt?
- What skills does this help me to develop?
- How confident do I feel about doing this type of activity again?
- How confident do I feel about doing this type of activity again?









### After your placement

Once you have completed your work placement, take some time to review this with your supervisor and think about the activities you have done and skills you have learnt. Then complete the 'after' section of the self-assessment table below by putting a tick in the box that you think best represents how you feel about each particular skill, taking time to consider:

- What have I done to develop this skill during my placement?
- Do I know what I can do to develop this skill?
- How confident am I at using this skill in the future?

## SELF-ASSESSMENT

Time to evaluate, tick as appropriate.

SKILL		BEFORE			AFTER		
		Very confident	Quite confident	Not confident	Very confident	Quite confident	Not confident
How do I feel?							
	<u>Listening</u> <i>The receiving, retaining and processing of information or ideas</i>						
	<u>Speaking</u> <i>The oral transmission of information or ideas</i>						
	<u>Problem Solving</u> <i>The ability to find a solution to a situation or challenge</i>						
	<u>Creativity</u> <i>The use of imagination and the generation of new ideas</i>						
	<u>Staying Positive</u> <i>The ability to use tactics and strategies to overcome setbacks and achieve goals</i>						
	<u>Aiming High</u> <i>The ability to set clear, tangible goals and devise a robust route to achieving them</i>						
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	<u>Teamwork</u> <i>Working cooperatively with others towards achieving a shared goal</i>						

Now that you have reflected on your work placement experience, what two things have you learnt the most?

## SELF-ASSESSMENT

What has made the biggest difference?

How can I build on these things going forward?



## WORK EXPERIENCE DIARY

The aim of this work experience diary is to help you record, reflect and remember the experiences and skills gained throughout your work placement. You should fill in the sections at the end of every day.

Day/s:

Date:

What activities have I taken part in?

What skills or new information have I learnt?

What do I need to develop or keep working on?

My thoughts, feelings and reflections...

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# EXAMPLE

Please see your placement manager for a updated and signed copy of this certificate once you have completed your work placement.



## *Certificate of achievement*

I [ADD IN FULL NAME OF PROGRAMME LEAD] hereby certify that [ADD FULL NAME OF PARTICIPANT]

has completed      week/s of work experience with [ADD ORGANISATION]

Start Date:

End Date:

Signed:

Date:

Comments:

*Congratulations!*





# *Certificate of achievement*

I \_\_\_\_\_ hereby certify that

\_\_\_\_\_ has completed \_\_\_\_\_ week/s of work experience with

Start Date:

End Date:

Signed:

Date:

Comments:

***Congratulations!***

# So you finished your work placement... What's next?

Speak to your placement manager about  
next steps...

*More work  
experience?*

*Further training  
and learning?*

PATHWAYS

*Apply for jobs?*

*Need additional  
support?*

YOUNG  
PEOPLE  
WORK

WE *need*  
YOUTH



Do you want to be part of a new growing community of young people who have been through a Movement to Work related programme, and who are now committed to inspiring more people?

Become a Movement to Work  
**Youth Ambassador!**

Find out more:

[www.movementtowork.com/youth-ambassadors](http://www.movementtowork.com/youth-ambassadors)

Follow us on Instagram  
@MovementToWork  
#YoungPeopleWork





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