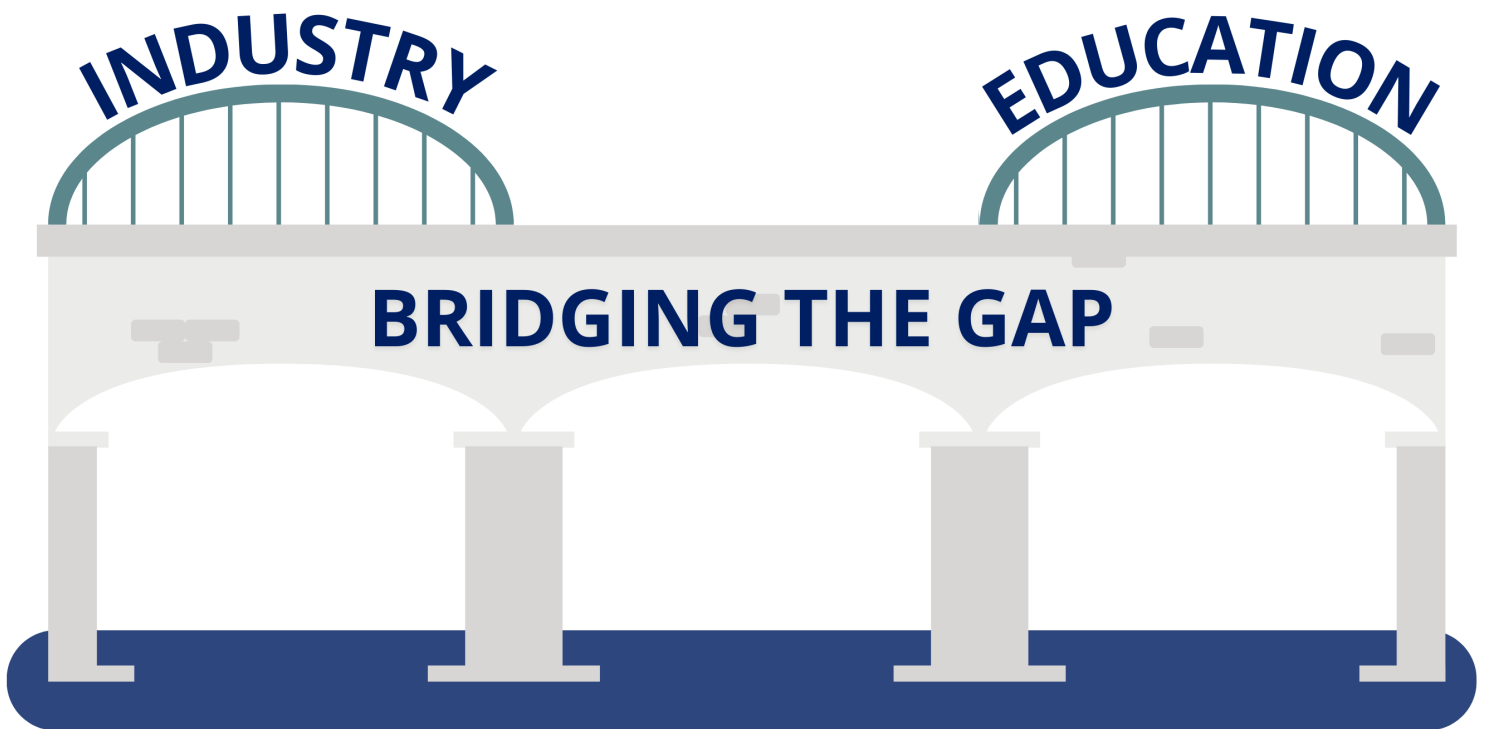


VIRTUAL WORK PLACEMENT PRO FORMA



Virtual Work Placement –

This Virtual Work Placement, accredited at SCQF level 4, is designed to recognise the valuable learning and development which takes place as a result of participating in a suitable work placement. The school should enter the pupil in Seemis for the unit **J581 44**

A Virtual Work Placement should aim to provide pupils with a relevant, challenging, enjoyable and appropriate online, interactive learning experience delivered in collaboration with . The placement will be based on the current industry working practices and contemporary workplace environment and should meet essential requirements to ensure a safe and valuable experience.

Learners will have an opportunity to think about their abilities and career aspirations and identify a learning goal in preparation of their placement. During the placement they will have the opportunity to demonstrate their ability to work with others, carry out allocated tasks and review their progress on completion of the placement.

Overview of Employer

The following programme has been developed by , DYW Borders and Scottish Borders Council Education Department in order to provide a one week virtual work placement opportunity.

Information for schools:

School should identify the pupils from their school who have an interest in the sector offering the virtual placement.

| | |
|---|--|
| Business Sector | |
| Year Group | |
| Max number of pupils | |
| School/s | |
| DYW Coordinator and contact details | |
| No. of business mentors | |
| Start date of placement | |
| End date of placement | |
| Introductory session with mentor (date and time) | |

PLACEMENT OUTCOMES

- 1** Plan and complete a virtual work placement.
- 2** Demonstrate appropriate behaviours and attitudes during the virtual work placement.
- 3** Review progress and learning gained in the virtual workplace.

CORE SKILLS

- o Communication
- o ICT/Digital
- o Presentation Skills
- o Research
- o Collaboration/working with others
- o Employability

| Outcome 1 | Task |
|--|------|
| <i>Plan and complete a virtual work placement.</i> | |

POST WORK PLACEMENT TASKS FOR PUPILS

| Outcome 2 | Pupil checklist. I have... | Y/N |
|--|---|-----|
| <i>Demonstrate appropriate behaviours and attitudes during the virtual work placement.</i> | Followed instructions and complete allocated tasks. | |
| | Adhered to online safeguarding requirements. | |
| | Identified health and safety requirements in the virtual workplace. | |
| | Asked for advice when appropriate. | |
| | Work co-operatively with others. | |

| Outcome 3 | Task |
|--|-----------------------------------|
| <i>Review progress and learning gained in the virtual workplace.</i> | Complete learning Log Activity 3. |

VIRTUAL PLACEMENT: WEEKLY PROJECT PLAN

| | |
|-------------------------------|---|
| <i>Day 1</i> <i>Task 1</i> | Project Brief Review Describe the brief, the intended outcomes and complete a plan as set out below. Identify any tasks for pupils to complete with support from mentor. |
| <i>Day 2</i> <i>Task 2</i> | |
| <i>Day 3</i> <i>Task 3</i> | |
| <i>Day 4</i> <i>Task 4</i> | |
| <i>Day 5</i> <i>Task 5</i> | |