

Checklist for Diary of Work Placement

Ensure you can tick each statement before you hand up your diary of work placement for correction. If any statement cannot be ticked, make the necessary changes.

- Is your Diary of Work Experience word-processed?
- Did you check the word count – is it 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 Experience?
- Did you state your name as the author?
- Have you included the dates of your work experience?
- Have you included the title of your job?
- Have you described the job you carried out on the front page?
- Have you stated your reasons for selecting this job? (see over)
- Does your reason include career aspirations, skills, Leaving Certificate subjects, interests and aptitudes?
- Does your document have a clear diary structure? Have you used paragraphs?
- Have you a minimum of three dated entries? Have you allowed one page per dated entry?
- Have you included an analysis of your performance in different situations for each day?
- Have you evaluated the experience in light of your personal job plans?
- Have you applied the knowledge and skills you learned to home situations?
- Have you applied the knowledge and skills you learned to school?
- Have you applied the knowledge and 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 once again before including it in your portfolio. Make any corrections necessary. Remember to submit your best diary of work placement for assessment.