

Guidance for Participants on the production of Quality Outputs

General Rules

The output you produce must be tangible and approved by your line manager before submission to the LSIS Excellence Gateway. You may also wish to consider seeking approval from your Host, if you are mentioning them in your output.

The output must be created by you only, not another member of your organisation or your Host.

The output must be produced following your placement and reflect the content of your placement. For example, if you are choosing to produce a new lesson plan, the plan submitted must be created after the placement completion. If you have undertaken a construction-related placement looking into new house building techniques, your output must be on this subject.

Guidance for Specific Output Types

Business Interchange allows participants the flexibility to choose their output from a wide range of types. The table below displays guidance on what should be included in some of the most common placement outputs.

The Business Interchange website now has a page which displays some of the good practice examples of outputs that have been produced

<http://www.businessinterchange.org/teachers-placement-outputs.html>

Output Type	Quality Criteria
Case Study	<p>The case study should be a minimum of 300 words. You need to think about how your case study will be of benefit to your organisation, your colleagues and your learners. The case study should ideally include the following information;</p> <ul style="list-style-type: none"> • Why you wanted to go on the placement, what your objectives were before going out and what you wanted to achieve as a result of your placement. • What activities you did on the placement, this should include specific details. • Did you learn anything new, if so what did you learn? Did you meet the objectives you set out to achieve? Explain how if you did, if not why do you think you didn't. • How will this placement now impact on your learners? Has it given you new ideas to implement if so what, will it allow you to teach new qualifications, units? • Have there been any other benefits, or do you expect that there will be some in the future?

	<ul style="list-style-type: none"> • Would you do it again, do anything differently next time etc. Are you now going to do anything differently as a result?
Lesson Plan	<p>The lesson plan should relate clearly to the placement subject area, it should state</p> <ul style="list-style-type: none"> • What the objectives of the lesson are • What the students will learn in the lesson and how this will be fulfilled. • Ideally it should include your notes on how to deliver the lesson. For example where the plan states student activity, the notes should explain what the activity is and how it will be delivered, measured.
Teaching Materials/Learning Activities	<p>This could be in a range of formats however should clearly relate to the placement subject area and it should be clear that information from what has been learnt on the placement is being transferred to learners. If the teaching material is a learner activity the materials should also contain the criteria the activity will be marked against.</p>
Presentation to Peers/Briefing Paper for Colleagues	<p>The presentation explains what you have done on the placement, what was learnt and the benefits of the placement. If the presentation slides do not convey this notes should be provided.</p> <p>Briefing paper for colleagues should cover the same areas as a case study but relate how the things learnt updated on the placement will contribute to meeting the curriculum/qualification guidance etc. This should be a minimum of 300 words long.</p>
Project outcome/deliverable from work undertaken on placement e.g. training needs analysis for the business host	<p>If the output is something to benefit the host and not the learner or organisation you need to provide a description of what you have done, why you did it and how it will benefit the Host to go with the piece of work.</p> <p>For example if you have undertaken a training needs analysis with the host to assess training required you should describe how you undertook the TNA, what the results were, what is now going to happen as a result and what the benefits will be to the host and your organisation.</p>
New organisation protocol for engaging businesses	<p>This should include a description of how you used to engage businesses previously, how this has changed as a result of the placement including why the changes are being made. You then should include a document which describes the protocol for staff to use in the future.</p>