

**School of Health Sciences**

**Division of Occupational Therapy & Arts Therapies**

**Resumé Preparation Tool**

Record of Practice-based

 Learning Experience

**Guidance for learners**

This form is for your personal use and need not be shown to practice educators. The information recorded will be invaluable when completing selection criteria and job applications. Such documents commonly require very specific information and examples generated from practice-based learning experiences. Retain this form in your portfolio for future reference.

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| **Learner details** |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of workplace/practice-based learning setting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of practice-based learning:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Have practice educators consented to be future referees?*  Yes NoIf yes, provide contact details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **1. Briefly describe the service users/stakeholder group receiving services at this workplace.** |
| **2. Briefly describe the key features of the workplace including parameters of service provision and staffing.** |

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| **3. Briefly describe any workplace legislation/policies/procedures/guidelines/ resources you became aware of during practice-based learning.** |

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| **4. Briefly describe opportunities for co-worker collaboration and networking with other agencies/workplaces.** |
| **5. List key information gathering and assessment processes/methods used.**   |

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| **6. List key interventions and intervention programmes used.**  |

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| **7. List key evaluation processes/methods used.** |

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| **8. Briefly describe a *practice example* that highlights key learning opportunities/ your achievements at this workplace.** |

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| **9. Generate a list of any other key skills and accomplishments stemming from this experience.** |