

PLACEMENT REPORT FORM

Student.....Course.....Year of Course.....

Dates of Placement

Placement Venue

Placement Supervisor

SECTION I – To be completed by the student

1a Work Undertaken/Experienced. A brief descriptive list of the different activities shared and undertaken by the student during the placement:

1b Yet-to-be Experienced. A note of specific work events not yet experienced which are needed to complete the student's practical preparation for ministry:

SECTION II. CHECK-LIST – To be completed by the Supervisor:

Please use the following check list as indicated, and then add your own free responses, as appropriate, in the latter part of the report, to give a fuller picture of the student's time with you and your assessment of him/her.

Please circle the relevant figure against the competencies below. 1 is a low score, 5 is a high score. If a particular question is not relevant to the activity, circle 'NA'.

How far does the student.....

A. Communicating and Engaging

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Develop good working relationships with colleagues | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Develop good working relationships with adults | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Develop good relationships with children/young people | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Communicate ideas clearly and appropriately | 1 | 2 | 3 | 4 | 5 | NA |
| 5. Maintain appropriate confidentiality | 1 | 2 | 3 | 4 | 5 | NA |
| 6. Evidence appropriate listening skills | 1 | 2 | 3 | 4 | 5 | NA |

B. Enabling and Promoting

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Work collaboratively | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Create opportunities for others to use their gifts | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Provide information for others to take an active role | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Promote the activity without taking inappropriate control | 1 | 2 | 3 | 4 | 5 | NA |

C. Assessing and Planning

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Gather and record information about the activity | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Manage time effectively | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Plan ahead and prioritise work | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Assess and review their own work realistically | 1 | 2 | 3 | 4 | 5 | NA |

D. Intervening and Contributing

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Intervene in a positive way in situations and relationships | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Sustain and encourage others in their faith journey | 1 | 2 | 3 | 4 | 5 | NA |
| 3. 3.Teach and proclaim the gospel effectively | 1 | 2 | 3 | 4 | 5 | NA |

SECTION III Open Response : To be completed by the Supervisor

1 Particular Strengths and Aptitudes of the Student

2. Issues to be Addressed in Future

3. Additional Notes

4. Overall Impression of the Student during the Placement

Supervisor's Signature

Date

Student's Comments:

Student's Signature

Date

PLACEMENT REPORT FORM

Notes for Completing the Report Form

If you would prefer to complete this form electronically, please request this via email to Stephen Adams : sa1@stmichaels.ac.uk

ALL OF PAGE ONE TO BE COMPLETED BY STUDENT:THE REST BY THE SUPERVISOR

Section 1a : Work Undertaken/Experienced – to be completed by the student

This should be a summary in list-form of all you have done and experienced on the placement

Section 1b – to be completed by the student. This isn't, strictly speaking, part of the placement report, but is intended to provide a useful check list of the areas of experience still needed to complete your practical preparation for ministry.

Section II

Please use N/A for any questions in this check-list that don't apply.

Note that (1) is a low score and (5) a high score. If the check-list raises issues that need further comment or omits matters where comment is needed, please be sure to add these in Section III of the Report.

Section III 1 and 2

Particular strengths and aptitudes of the student, or issues that need to be addressed in future training should include comments on matters such as:

The student's relationships with you and other Church leaders, and with others in the wider community and his/her commitment and ability to work collaboratively;

The student's ability to reflect theologically on events and everyday life in the church and local community;

The student's ability to communicate effectively, with different age groups and genders, in formal and informal situations, and when leading worship;

Self-awareness and readiness to modify behaviour when necessary;

Punctuality, reliability, ability to prioritise, organise, prepare

You may also wish to comment on the student's readiness to

Respond to new situations and ideas and maximise learning opportunities

Discuss strengths and weaknesses; ask for help when needed, respond to criticism

Manage conflict appropriately

Relate theory to practice

Relate prayer worship and reflection to pastoral practice

Or/and on practical matters such as voice production, participation in meetings and events, audibility, commitment

Section III 3 – Additional Notes

Please add any thoughts or comments arising from the student's placement with you that don't seem to fit in elsewhere.

(Note – your comments on his/her preaching ability are recorded on the sermon assessment form, and don't need to be added here)

Section III 4 – Overall Impression

Signatures and Student's Comments

Please be sure to allow time to discuss this report with your student **before** the end of the placement, and to give him/her the opportunity to add comments. As soon as the form has been completed, discussed and signed, **please return it straight away to:**

**The Rev'd Stephen Adams
St Michael's College
54 Cardiff Road
Llandaff
CARDIFF CF5 2YJ**