



**MICRO-PLACEMENTS:
COURSE PARTICIPANTS'
HANDBOOK - V3**

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ABOUT THE MICRO-PLACEMENT MODULE

The Micro-Placement Modules are integrated in various programmes offered by the Institute for Education such as within the Bachelor of Education Programme, at Master levels and as an award. For further details on the hours of placements please consult the Micro-Placement webpage available through the following [link](#).

You will be expected to submit a logbook and reflective journal where you will recount your experiences and apply inquiry-based techniques to reflect on the experience gained.

This module will equip you with soft skills such as adaptability, communication, work ethic, teamwork, flexibility, time management and problem-solving. These skills will not only prepare you to become a better educator within the classroom, but they are also essential skills that help you on a day-to-day basis.

INTRODUCTION

As part of the Institute's mission which states:

'The Institute for Education promotes high quality education for educators and learners at all levels, and by collaborating with stakeholders, it fosters learning communities of the highest standard while instilling education with equity and social justice.'

We have introduced an innovative stance within our programmes: the Micro-Placement module. This module will enable you, our future educators, to acquire the necessary soft skills, which you will eventually pass on to your students within the classrooms.

We believe that through such experiences, our educators will be better equipped to foster employability amongst our future generations.





BENEFITS

This module allows you to become familiar with an environment different from the classroom. You will be exposed to a different setting from what you are used to!

You will be exposed to communities of practices where you will develop additional skills through collaboration, networking and critical thinking. Through this experience, you will be engaged within the community in which you are learning, and therefore you will eventually be able to incorporate practical examples within the classroom. Furthermore, you will have a broader understanding of your abilities and what you can achieve.

Through this module, you will be experiencing at first hand the transition from a classroom-based scenario to working within an industry of your choice. An experience which you will refer to when preparing your future students for employability.

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HOW TO SEEK A MICRO-PLACEMENT

Seeking a placement is part of the learning process itself. It is a learning curve for every individual to seek a slightly different job from what s/he is used to. Before trying to seek a placement, we invite to reflect on the following guiding questions carefully:

- What are your particular interests? When seeking a placement, you have to keep in mind that you will be participating on-a-day to-day basis in the organisation; therefore, you will become familiar with the positions held in the office and the different roles and responsibilities that individuals hold within the organisation.
- Why are you doing this, and what are you trying to achieve? This will be an opportunity to widen your perspectives, and it also gives you a different experience to list on your CV.
- What type of organisation should you look for? There are various types of organisations you could apply for placements such as Companies, public services, voluntary organisations, non-governmental organisations (NGOs) etc.

WHAT TO PREPARE

Looking for a placement is very similar to job searching; therefore, you should have the following documents well prepared:

1. **A cover letter:** This should include a statement highlighting your interest in seeking a placement at the particular organisation. Let the organisation know about the duration of the placement, that it is in an unpaid process, and highlight your own set of skills that will help the organisation decide to select you for the placement.
2. **An updated CV:** For a walkthrough on how to update your CV and also for ease of record, you are invited to have a look at and use the Europass CV builder: <https://europass.cedefop.europa.eu/editors/en/cv/compose>

PROCESSES AND PROCEDURES

We encourage you to find your own placement as this will ensure that the experience provided will meet your expectations.

The Institute provides a website on [Micro-Placements](#).





When browsing our website, you will find a [list of contributors](#) (i.e. employers / hosts) who have already shown interest in having our course participants in their working environment. If you are interested in following a placement at any of these institutions please fill in the [Interest Form](#).

OR

If you have made contact with a contributor, who is not on our list, please ensure that the contributor fills in the [Contributors' Form](#). The purpose of this form is for the institute to review the contributor against set criteria.

Concurrently, please also fill in the [Interest Form](#), ensuring that you clearly provide us with the name of the organisation where you wish to hold your placement.

RESPONSIBILITIES

The responsibilities referred to in this handbook are a snapshot of what you will find in the **Micro-Placement Agreement**, which you will be required to sign prior to the start of the placement.

- Professional conduct is expected, you are also representing the Institute during your placement
- Adhere to the agreed timetable
- Ensure confidentiality of information
- Follow health and safety procedures
- Inform the Institute immediately should you have any concerns during your placement.



CONDUCT DURING THE PLACEMENT AND MICRO-PLACEMENT VISITORS(MPV)

Course participants are reminded that when conducting placements, they are also acting as a representative of the Institute; therefore, they shall ensure that respectful and proper behaviour are used at all times. The course participants shall perform tasks entrusted to them as part of their training.

As part of the process, the Institute shall also send Micro-placement visitors. The role of the Micro-placement visitor during placement visits includes:

- Be a silent observer whilst course participants are performing tasks required by the contributor
- After the observation, a short meeting with the course participant shall be made as a conclusion.

The purpose of this meeting is to:

- a) State areas of good practice noted
- b) Ask further queries as auditory evidence / to confirm specific criteria not observed
- c) Note areas that need improvement
- d) Highlight how the Micro-placement experiences can be integrated into the classroom
- e) Conclude the **Feedback Report**

Course participants shall ensure that the following procedures for the feedback Report are followed:

- The template report provided by IfE is duly filled in by the MPV on-site during the actual visit.
- The report is discussed with the course participant.
- A photocopy of the signed report shall be given to the MPV.
- The original report is to be given to the course participant.
- After the placement is over, the course participant shall ensure that that a **scanned copy of the report** is submitted by **not later than one week** after the completion of the placement.

For further information, please contact
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