



# Student Guidance on Placement Year Assessment Model

As part of your placement year you are required to complete an assessment of two parts; the mySkills and your placement year pathway, and a reflective piece on your overall experience. This is assessed on a pass/fail basis, and it is a requirement to pass the assessment, as well as completing your placement, to have your placement year recognised as part of your degree by the University of Sheffield. This guide provides an outline of the assessment process and what you need to do.

**The deadline for submission for both parts is set by your school and they will communicate this with you in due course. You do not need to have fully completed your placement to complete your assessment, but you should be nearing the end date.**

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For any queries relating to access or the content of the assessment please contact the Placements and Employability Programmes team in the Careers & Employability Service via [placements@sheffield.ac.uk](mailto:placements@sheffield.ac.uk)

For any queries relating to deadlines, or specifics around which reflective piece you need to complete, please contact your academic school.



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## mySkills and your placement year pathway

mySkills is freely available to all University of Sheffield students. It's a simple online tool that you can use to find out where your strengths lie, set development goals and create a unique skills portfolio that will be invaluable when writing your CV, answering application form questions or preparing for interviews in the future.

The mySkills and your placement year pathway is a structured set of activities to support your skill development across your placement year. It is designed to provide wrap-around support to you from before you start your placement through to guidance on returning to university for your final year.

The pathway is split into six levels with each containing mandatory tasks, as well as additional supportive activities you might find useful. There is a description for each activity within the pathway and any information you input as part of the activities is private to you. The requirement for the assessment is to complete the mandatory activities within the pathway and to confirm this completion with your school.

As part of your placement year check ins, your school might ask how you are getting on with the pathway or to share an example of a goal you have set or a development experience you have recorded, but they will not be assessing the content of the pathway as part of the official assessment.

The pathway is designed to enable you to take responsibility for your skill development and to aid reflection on your experience, and the more you put into using it, the more you will get out of it.

### How to access the pathway

You can access the pathway under the "search" tab on Career Connect (accessed via MUSE) and clicking on "pathways" or by this [direct link](#). We would suggest that you save this link as a bookmark so you can easily access it throughout your placement. Please note that you will need to be signed in to your university account to access.

If you have any issues accessing the pathway, please contact the Placements and Employability Programmes team.

### How to submit confirmation of completion for assessment

You will need to upload confirmation of 100% completion of the pathway to Blackboard for your school to review. You can do this as a screenshot image file, or by saving the page as a pdf. An example of what it would look like is below:



23/05/2023, 10:39

mySkills - University of Sheffield



**University of Sheffield** Careers Service  
Explore. Find. Act.

← Pathways



✓ COMPLETE

## mySkills and your placement year

Overview

Activities

100% Complete

Congratulations - you have now completed the "mySkills and your placement year" Pathway!

✓ COMPLETE

+ Show details

**Where are you currently with your skills development, and what do you want to develop in your placement?**

✓ COMPLETE

+ Show details

**Preparing for your first week and month**

✓ COMPLETE

+ Show details



## Suggested timeframe to complete pathway

A suggested timeframe of when to complete each level is set out below, along with information on the mandatory activities.

### Before you start your placement/within the first few weeks

#### **1. Where are you currently with your skills development, and what do you want to develop in your placement?**

Before you start your placement and think about what you want to gain during the experience, you need to know where you are currently. Reflecting on your skill set will help to focus goals and your development.

Mandatory tasks to complete:

- mySkills assessment - complete the assessment to see where you are currently with your skills development.
- How to set goals within mySkills - watch the short video on setting goals within mySkills and pin a minimum of three skills to your profile.
- Setting SMART goals for your placement year - set a SMART goal for the short term (first month) and long term (six months).

#### **2. Preparing for your first week and month**

Description: A series of resources for you to choose from to support you in preparing for the first week and month of your placement.

Mandatory tasks to complete:

- This level contains eight different resources for you to choose from so you can decide what is most beneficial for you and your placement. Requirement is to complete half of the activities.

### After the first month of your placement

#### **3. Recording examples of development experiences and reflecting on your placement year**

Recording examples of development experiences and reflecting throughout your placement year will help you to identify what skills you have developed, where and how you developed these, as well as thinking about what you want to go on to do next.

Mandatory tasks to complete:

- How to record examples of development experiences within mySkills - watch short video.
- Record examples of your development experience from your first month - thinking about your first week and month, record a minimum of two examples of development experience. You might want to look back at the goals you set and how the experience is helping towards achieving these.



## Mid-point of your placement year

### 4. Half way through your placement year

You should be proud of reaching the half way point of your placement year, and this is a good time to look back on where you started with your skill development and to compare this with where you are now. We've also included some resources you might find useful to support you with the remainder of your placement year.

Mandatory tasks to complete:

- Where are you with your skill development now? - retake skills assessment and compare with the one completed in level one. Reflection required on if there are any surprises and/or if there are areas identified that you would like to develop further.
- Review short and long term goals and set new ones - look back at the short term and long term goals set at the start of your placement year and review if the goals are still relevant and/or if they have been completed. Thinking about the remainder of your placement year, write out a SMART goal for the short term (next month) and long term (remainder of the placement year).
- Record examples of development experience - thinking about the last few months, record a minimum of three examples of development experience.

## Towards the end of your placement year/up to submission deadline

### 5. Reflecting on what's next for your skill development

As you reach the end of your placement year, as well as looking back at what you've developed and the experiences you've had, it's also a good idea to look forward and think about what you want to go on to do next.

Mandatory tasks to complete:

- Re-take skills assessment - review where you are with your skills development towards the end of the placement year, and compare with the assessment completed at the start of your placement, and half way through. Reflection required around if there are areas you have developed but not realised, and if there are areas of development you would like to focus on following the placement year.
- Setting SMART goals for what you want to do next - set two SMART goals for what you want to do next, in the short term and in the long term, as a result of completing your placement year.

### 6. Returning to University

Coming back to University after your placement year can seem daunting, but there is a lot of support available to you in your final year.

Mandatory tasks to complete:

- This level contains four different resources for you to choose from on what would be most beneficial for you. Requirement is to complete half of the activities.
-



## Reflective piece

The reflective piece requires you to reflect on your placement year experience as a whole, and create a piece that showcases your experience. Completing the mySkills and your placement year pathway will help you with your reflective piece, as you will have reflected on your skill development across the year, and have examples of your development experience. The piece will provide you something tangible that you can use to demonstrate your experience to future employers and/or admission tutors. For example you could:

- link to it from your LinkedIn profile
- use it to talk to students about placements in an ambassador role
- link to it from your CV or applications
- link to it from mySkills and add the experience of creating the piece to your portfolio

The options for the format of the reflective piece are:

- a video case study (5 minutes)
- a written case study on the [placement and internship case study database](#) (to include a photo where possible)
- your own creative way of reflecting on your experience. Should you wish to choose this option, you will need to confirm with your school that your choice is appropriate.

You are only expected to complete one of these. **Your school may ask you to create your piece in a specific format, and information on this will be provided to you alongside the submission deadline by your school.**

Useful resources for all types of reflective pieces:

- [Copyright information](#)
- [Creating accessible content](#)
- [University's safeguarding policy](#)

## Video case study

The video case study will need to be completed on our [placement and internship case study database](#). The database will ask you to complete a short preset form as part of the upload process, which will be published alongside your video. Please view the [video case study questions document](#) for an overview of the questions asked in the form, as well as pointers for what you might want to cover in your video.

The video should be around 5 minutes long and we would expect that you would spend 30 minutes to an hour on creating the video, with a further 15 - 20 minutes to complete the form and upload the video to the database.

**Once you have submitted your case study, you will receive a draft version of what the case study will look like live, to upload to Blackboard for your school to assess.**

Example: [Juliana - Marketing Assistant](#)



Please note that this is a video case study from a summer internship rather than a placement year, but it will show you what your video case study might look like.

Once assessed by your school, your video will be made live on our case study database. Only with your permission will this be used for promotional purposes, but please do note that the database is viewable by individuals outside of the University of Sheffield.

If you do not want your case study to be published, please contact [placements@sheffield.ac.uk](mailto:placements@sheffield.ac.uk)

Tips for creating your video:

- The Creative Media team have a [whole host of resources in their learning hub](#) around video production, audio production, screencasting and creating content at home.
- If your placement is based in/around Sheffield, you can [book out equipment from the team](#) to use, and they would recommend the Sony Pro Camcorder and the Libec Tripod.
- You can record a video using a range of recording software available on most phones / portable devices, or even through a webcam on a laptop. As a University of Sheffield student you also have access to [download a lot of software for free through IT Services](#).
- Find a quiet room where you won't be disturbed.
- Prop the device up on a table and make sure there is limited/no background noise.
- Make sure you are looking directly into the camera.
- Set the record quality to high if this is available.
- Take your time and pause between each section. If you make a mistake, just record the section again
- When you have finished, save the file.

## Written case study

The written case study will need to be completed on our [placement and internship case study database](#), under "input a case study". The database will ask you to complete a preset form, where some questions are mandatory and others are optional for you to complete ([you can view the questions here](#)). We would recommend you write out your answers ahead of time in a separate document to then copy and paste over. The free text box questions have a minimum word count of 100 words. Please note you will need to complete and submit your answers in one sitting; the system will not save a version for you to return to at a later date.

We would expect that writing your answers would take about 30 minutes, with a further 15 - 20 mins to complete the form.

Once you have submitted your case study, **you will receive a draft version of what the case study will look like live, to upload to Blackboard for your school to assess.**

Example: [Emily - Employability Project Assistant](#)



Please note that the questions have been updated since this case study was completed, but it will show you what your written case study might look like.

Once assessed by your school your written case study will be made live on the database. Only with your permission will this be used for promotional purposes, but please do note that the database is viewable by individuals outside of the University of Sheffield.

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## Own creative way

You have the option of coming up with your own creative way of showcasing your experience. For example this could be a poster, a presentation, a podcast...whatever you think will be best to demonstrate your experience.

If you want to select this option, you will first need to check with your school contact that the format you have chosen is appropriate.

Example: [Jamie - International Graduate Job Market Project Officer](#).

Please note that this is a poster from a summer internship rather than a placement year, but provides you with an example of what you might want to do.

How long you spend on your creative way of reflecting on your experience will depend on the format that you choose. However, it should still cover the same points that would be covered in a [written case study](#).

## Confidentiality and non-disclosure agreement implications

Some placements have confidentiality or non-disclosure agreements (NDAs) that have been signed and agreed with the employer in relation to the placement year. As some of the content of the assessments may be viewable by third parties, such as other employers and students, you, your school and faculty are responsible for adhering to any confidentiality or non-disclosure agreement terms that may be in place.

Where a confidentiality or non-disclosure agreement is in place, please ensure that you are confident that any assessment content has the consent of the employer to be submitted and used by the University. If you are not sure whether an agreement is in place, please speak with your school contact and/or supervisor.

## How to submit reflective piece for assessing

Your reflective piece should be submitted via the **CAS Placement Year Resource 25/26 Blackboard page**. This page will become available to you in September.



**NB. Students within the schools of Maths, Chemistry, Biosciences and Engineering will submit their reflective piece to their schoolal Industrial Placement Year Blackboard course for review. Please contact your school for details.**

Please follow the [instructions on the University website](#) on how to submit a Blackboard assignment.

### **mySkills confirmation submission on Blackboard**

You need to upload confirmation of 100% completion of the pathway to Blackboard for your school to review. You can do this as a screenshot image file, or by saving the page as a pdf. An example of what it would look like can be found below:



23/05/2023, 10:39

mySkills - University of Sheffield

University of Sheffield Careers Service  
Explore. Find. Act.

← Pathways



✓ COMPLETE

### mySkills and your placement year

Overview

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Congratulations - you have now completed the 'mySkills and your placement year' Pathway!

✓ COMPLETE

+ Show details

**Where are you currently with your skills development, and what do you want to develop in your placement?**

✓ COMPLETE

+ Show details

**Preparing for your first week and month**

✓ COMPLETE

+ Show details

You do not need to create a cover sheet with your registration number or a barcode like you might have to for other university assessments.

Create a screenshot image file, pdf confirmation of your mySkills completion. Login to Blackboard *CAS Placement Year Resource 25/26 Blackboard* via MUSE. Your courses are listed in the middle of the page.



Locate the assignment submission point within Blackboard *CAS Placement Year Resource 25/26 Blackboard* course.

The screenshot shows a Blackboard course content area with three assignment folders. Each folder has a 'Visible to students' status and a 'No due date'.

- Assessment information**
  - Visible to students
  - Assessment information, submission point(s) and submission guides.
- Reflective piece submission**
  - Visible to students
  - No due date
- MySkills confirmation submission**
  - Visible to students
  - No due date

Click on the *mySkills confirmation submission* folder and you should see the following screen:

The screenshot shows the 'MySkills confirmation submission' assignment page. The page title is 'MySkills confirmation submission' and the breadcrumb is 'CES Placement Year Resource 25/26 (ACADEMIC YEAR 2025-26)'. The page has three tabs: 'Content and Settings', 'Submissions (0)', and 'Student Activity'. The 'Content and Settings' tab is active, showing 'Instructions' and 'Assignment Settings'.

**Instructions**

As part of your placement year you are required to complete an assessment of two parts: the mySkills and your placement year pathway, and a reflective piece on your overall experience. This is assessed on a pass/fail basis, and it is a requirement to pass the assessment, as well as completing your placement, to have your placement year recognised as part of your degree by the University of Sheffield. Please read the [guidance document](#) for more information on placement year assessment.

You will need to upload confirmation of 100% completion of the pathway to Blackboard for your academic school to review. You can do this as a screenshot image file, or by saving the page as a PDF. Your academic school will set deadlines for your work.

Please contact your school or [placements@sheffield.ac.uk](mailto:placements@sheffield.ac.uk) if you have any queries regarding assessment.

The Digital Learning Helpdesk email address in case students need technical support with Blackboard: [digital.learning@sheffield.ac.uk](mailto:digital.learning@sheffield.ac.uk)

If the Disability and Dyslexia Support Service (DDSS) has provided you with yellow stickers to attach to your work, you can make the marker(s) of this assignment aware of this by writing 'yellow sticker' in the text box provided when you submit your work to Blackboard.

**Assignment Settings**

- Due date**  
No due date
- Mark category**  
Assignment
- Marking**  
Points | 100 maximum points  
Post marks manually when marked. [Change mark post](#)
- Attempts allowed**  
1 attempt

The guide linked above advises you on how to get your submission receipt once you have submitted your work.

## Reflective piece submission on Blackboard



Follow the instructions linked above and upload your relevant reflective piece under the *Reflective piece submission* folder:

The screenshot shows a Blackboard assignment page. At the top, it says 'CES Placement Year Resource 25/26 (ACADEMIC YEAR 2025-26)'. The main title is 'Reflective piece submission'. Below the title are tabs for 'Content and Settings', 'Submissions (0)', and 'Student Activity'. The 'Instructions' section is highlighted. It contains the following text: 'As part of your placement year you are required to complete an assessment of two parts: the mySkills and your placement year pathway, and a reflective piece on your overall experience. This is assessed on a pass/fail basis, and it is a requirement to pass the assessment, as well as completing your placement, to have your placement year recognised as part of your degree by the University of Sheffield. Please read the [guidance document](#) for more information on placement year assessment. The options for the format of the reflective piece are: A video case study (5 minutes) A written case study on the placements and internships case studies database (which should include a photo if possible) Your own creative way of reflecting on your experience. If you wish to choose this option, you are required to confirm with your academic school that your choice is appropriate You only need to complete one of the above options. Your academic school may ask you to create your reflective piece in a specific format, and information on this will be provided to you by your school. Your school will also set and provide the submission deadline for your reflective piece. Please contact your school or [placements@sheffield.ac.uk](mailto:placements@sheffield.ac.uk) if you have any queries regarding assessment. The Digital Learning Helpdesk email address in case students need technical support with Blackboard: [digital.learning@sheffield.ac.uk](mailto:digital.learning@sheffield.ac.uk) If the Disability and Dyslexia Support Service (DDSS) has provided you with yellow stickers to attach to your work, you can make the marker(s) of this assignment aware of this by writing 'yellow sticker' in the text box provided when you submit your work to Blackboard.

 On the right side, there is a sidebar with 'Assignment Set' and 'Assignment Set' details, including 'Due date: No due date', 'Mark category: Assignment', 'Marking: Points | 100 m', and 'Attempts allowed: 1 attempt'.

**For case studies**, once you have submitted your piece on the database you will receive a link of the draft version of what the case study will look like live. You should upload this link to Blackboard so your school can review and assess.

If you have uploaded the wrong assignment and you need to upload again, please contact [placements@sheffield.ac.uk](mailto:placements@sheffield.ac.uk) for assistance