MSc Construction Project Management with Industry Placement – *Workplace Learning and Placement Report* requirements

Introduction

During your approved industry placement you will be undertaking a range of tasks and activities that relate to what you have learned on your MSc programme, and support the competency framework of the Project Management profession.

At the end of your placement period you are asked to submit a report for the University which reflects on your experience in industry and self-evaluates how you have developed skills and experiences that are relevant to the PM profession. This will be helpful to you following graduation as you work toward professional membership and chartership status. For the purposes of this exercise the RICS Project Management framework is used, but the CIOB also has a PM competency framework and graduates who wish to pursue a career with a contractor may prefer to qualify with CIOB rather than RICS.

The Pathway requirements are summarised below and it is expected you will gain some experience during your time in industry in a range of competencies across the core, mandatory and optional categories. Note that these categories are split into levels (level 1 to level 3), which represents increasing depth of experience for knowing and understanding about something (level 1), through to providing reasoned advice on something (level 3). As an industry placement student it is likely that most of your competencies will be at level 1 and level 2. As you develop your career following graduation, you will develop competencies at level 3

Please see the full document at the link below for an explanation of what is involved in each of the competencies. **This will help you relate your own workplace experiences to the competencies.**

project-management-pathway-guide-chartered-rics.pdf

Pathway requirements

Mandatory	Core	Optional	
Level 3 • Ethics, Rules of Conduct and professionalism **Level 2** • Client care • Communication and negotiation • Health and safety **Level 1** • Accounting principles and procedures • Business planning • Conflict avoidance, management and dispute resolution procedures • Data management • Diversity, inclusion and teamworking • Inclusive environments • Sustainability	**Level 3** • Contract practice • Development/project briefs • Leading projects, people and teams • Managing projects • Programming and planning **Level 2** • Construction technology and environmental services • Procurement and tendering • Project finance	**One to Level 2** • Accounting principles and procedures **or** Communication and negotiation (must be taken to Level 3) **or** Conflict avoidance, management and dispute resolution procedures **or** Sustainability • BIM management • Commercial management • Consultancy Services • Contract administration • Development appraisals • Legal/regulatory compliance • Maintenance management • Performance management • Purchase and sale • Stakeholder management • Supplier management • Works progress and quality management	Plus, **one to Level 2** from the full list of technical competencies, including any not already chosen from the optional list.

Extract from RICS Project Management Pathway Guide (2018)

Workplace diary

A good way to ensure you build up the content of your report is to set up a workplace diary and record your activities on a daily or weekly basis. That way you can reflect on what you have done (at the end of each week is a good time) and relate these tasks and activities to the competencies. A diary help you build up evidence of a spread of competencies through your experiences in the workplace.

Example of Workplace diary excerpt

Week 14: 30 Nov - 04 Dec 2020			
Tasks undertaken	**Duration**	**Competency**	**Level 1/2/3**
assisted senior PM with cladding work package scheduling	1.5 days	programming & planning	1
prepared tender documentation for issue to landscaping subcontractors	3 days	procurement & tendering	2
helped project team develop stakeholder map for proposed school project	0.5 days	stakeholder management	1

Industry Placement Report

Your report should cover the following:

- Your job title and a summary of your duties and responsibilities.

- Confirmation of placement start date, end date and any holiday periods

- What projects did you work on during your placement? - *include summary information on type, stage of development, procurement path and value*

- Who did you work with on the projects? – *identify project team members that you interacted with/assisted on the projects you worked on.*

- **Main body of the report will map your work activities to the competency framework.** This will involve identifying all the competencies from the RICS PM competency framework that you can relate to, and have made progress toward through your placement. You should give an account of how you have gained this competency through your work based experiences, roles and activities undertaken

- Reflection – This section should reflect on how you feel your skills have developed through your work based experiences. You should reflect on the skills you have gained and where you feel you need to develop to fulfil your professional and career aspirations. You should also reflect on how the University courses you studied as part of your MSc programme have helped prepare you for your placement, and identify those that have given you the knowledge and skills that helped you in your role.

- Appendices – work place diary and compilation of student monthly reports

Indicative word count : 2000-3000 words excluding appendices