RAEBURN
GROUP

ACHIEVEMENT / REFLECTION / PROGRESSION

Student Achievement & Career Portfolio

A usable evidence of growth, achievements and next career steps



RAEBURN GROUP / FE PARTNERSHIPS

Operational delivery toolkit / Controlled draft for provider review

NOVEMBER 2026

Illustrative imagery. No student placement, legal approval or live vacancy is implied.

PURPOSE / DELIVERY STANDARD

Student Achievement & Career Portfolio

Placement students, college tutors, mentors and careers advisors

This is a proposed employer operating framework, not a representation that a college has approved a placement or that the named host has capacity. The institution remains responsible for placement administration, reviews and the completion decision. Raeburn must identify the actual legal host, named supervisor, insurance, safeguards and suitable tasks for each learner.

How to use this handbook

1. Name the actual legal host and accountable owner. 2. Match the activity to the learner and their occupational specialism. 3. Complete the relevant checklists and secure agreements. 4. Keep evidence and changes traceable. 5. Hand the provider the records needed for its completion decision.

Document control

Owner: Raeburn Group placement programme lead (to appoint) **Status:** Template / not institution-approved
Version: 1.0 - 10 November 2026 **Review:** Before first student and whenever provider rules change.

Key operating principle

No student placement can start on the strength of this handbook or a brochure alone. Confirm real capacity, named supervision, college approval, insurance, safe working and the individual agreement.

01 / OPERATIONAL STANDARD

Build evidence, not a scrapbook

A concise record that employers and colleges can understand.

Context

Describe project, business need, individual contribution and supervisor-approved scope.

Evidence

Include screenshots, code extracts, analysis summaries or links only after confidentiality/IP review.

Outcome

State how quality, time, accessibility, reliability or insight improved; quantify only verified results.

Learning

Explain changed understanding and what you would do differently next time.

02 / OPERATIONAL STANDARD

STAR achievement framework

Situation, Task, Action, Result - without exaggerating contribution.

Situation
What relevant problem or opportunity existed?

Task
What did you personally need to achieve?

Action
What steps, decisions, controls or tests did you use?

Result
What actually happened, evidenced by an approved artifact or mentor feedback?

03 / OPERATIONAL STANDARD

CV and interview toolkit

Translate course learning into credible professional language.

CV achievement

Contributed to [approved task], using [tools/method], producing [verifiable result] under supervision.

Interview example

Explain a challenge, how you sought support, how you verified your work and what the team learned.

Skills map

Track software/data, communications, critical thinking, commercial awareness, collaboration and ethical practice.

Next step

Choose one qualification, application, practical project or mentoring action with an owner and date.

04 / OPERATIONAL STANDARD

Portfolio release and privacy

Work product is not automatically yours to publish.

Approval gate

Obtain written host approval before using client names, screenshots, internal documentation, code, financial datasets or training material.

Safe substitute

Use anonymised synthetic examples, diagrams you created or generalised task summaries.

Attribution

Credit mentors, team contributions and third-party IP accurately; do not claim sole work.

Export

Keep student-owned approved evidence separate from internal HR/safeguarding records.

05 / OPERATIONAL STANDARD

Completion and forward planning

Celebrate real capability and agree achievable next moves.

Final conversation

Discuss work that went well, growth against learning goals, career interests and an evidence-based reference where appropriate.

Student choice

The portfolio belongs to the student, within lawful confidentiality and IP boundaries.

Careers options

Apprenticeships, further study, graduate roles and project work should be presented without promises of paid employment.

30-day plan

Choose specific actions, relevant contacts and time-bound evidence to build on the placement.

PRINTABLE / EDITABLE RECORD

Achievement story / STAR

Use one copy per project after employer clearance.

Situation - business problem and context

Task - my specific responsibility

Action - what I personally did and how I checked it

Result - verified outcome, with evidence

Reflection - what I learned, including feedback

Publication clearance / approver / date

PRINTABLE / EDITABLE RECORD

Skills and competency evidence

Use actual artefacts, not simply self-reported confidence.

Skill and baseline

Task/artefact proving progress

Feedback and level reached

Professional behaviour demonstrated

Approved portfolio URL or filename

Next specific learning goal

PRINTABLE / EDITABLE RECORD

Progression plan - 30 days

Actions after the placement and a realistic follow-up.

Role / course / progression destination

CV achievement to add

Portfolio project to complete

Application, further education or apprenticeship research

Mentor/careers contact and date

Success criteria and evidence

GUIDANCE & SOURCES

Primary regulatory reference points

Use the latest institutional forms and confirm requirements at the time each placement is approved. Guidance can change.

DfE T Level industry placements guidance for providers (updated 15 June 2026)

DfE placement templates, due-diligence and completion forms (2026)

T Levels employer responsibilities

T Levels employer legal compliance

HSE young people at work

ICO data protection for organisations

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