

Shipshape Heritage Training Partnership

Individual Project Training Plan:
Appendix 1b

PERSONAL REVIEW PAPERS



NATIONAL HISTORIC SHIPS UK
The official voice for historic vessels in the United Kingdom



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INTRODUCTORY ASSESSMENT RECORD (to be completed in discussion with your supervisor at the start of the first vessel placement)

Date:

Previous qualifications/courses/skills, including title, level, grade, date achieved:

Other relevant experience:

Induction – skills covered:

Personal Career Objectives, focussing on the Strengths, Weaknesses, Opportunities and Threats (SWOT):

Main aims for the first placement with host vessel. Aims should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound):

-
-
-
-

Signed: _____ (Project Co-ordinator)

_____ (Supervisor)

_____ (Trainee)

MIDPOINT REVIEW

Date:

Main aims for the second six months. Aims should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound), and focus on the Strengths, Weaknesses, Opportunities and Threats (SWOT):

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-
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Personal Project:

Signed: _____ (Project Co-ordinator) _____ (Supervisor)

_____ (Trainee)

Midpoint Review: Interpersonal and Team Skills - Please select FIVE comments from the list, which most nearly describe the performance of the trainee.

Interpersonal Skills Profile

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Unsafe to practice 2. Behaves in an unprofessional manner 3. Displays a negative attitude 4. Blames circumstances for difficulties encountered 5. Appears to lack motivation 6. Does not define learning needs 7. Lacks self-awareness on the effect of behaviour on others 8. Needs to take responsibility appropriate for this level 9. Lack of confidence inhibits effective performance 10. Needs more experience at this level 11. Reacts adversely to constructive criticism 12. Slow to settle 13. Lacks maturity 14. Needs to be more assertive 15. Could have made more use of available resources 16. Has not achieved full potential 17. Willing to try 18. Has developed in confidence 19. Skills will develop with practice | <ol style="list-style-type: none"> 20. Assimilates new information 21. Accepts appropriate responsibility 22. Fits well into the team 23. Has a pleasant and approachable manner 24. Displays a mature attitude 25. Well motivated and adaptable 26. Is able to reflect on outcomes 27. Identifies own learning needs 28. Has made a useful contribution to the work of the team 29. Shows a good understanding of historic vessels 30. Displays confidence 31. Analytical in approach 32. Offers informed and considered opinions 33. Realistically evaluates performance 34. Capable of informed decision-making 35. Shows a mature understanding 36. Valued team member who has gained respect 37. Innovative, develops fresh ideas 38. Consistently works at a higher level than expected 39. An excellent performer in all areas |
|---|---|

Write the numbers of the comments which you have selected in boxes below

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Areas for improvement

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PERSONAL PROJECT

Main aim:

Steps/ tasks needed:

Research:

End results:

Further development opportunities:

PLACEMENT EXPERIENCE WHILST ON ROTATION

Name of organisation:

Name of supervisor / mentor:

Date to / from:

Location:

Main Aims, aims should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound), and focus on the Strengths, Weaknesses, Opportunities and Threats of the rotation (SWOT):

Summary of skills / feedback:

Signed: _____ (Rotation Supervisor)

_____ (Trainee)

RECORD OF PROGRESS: END OF YEAR

Date:

Achievements:

-
-
-
-
-

Supervisor's comment:

Signed: _____ (Line Manager)

_____ (Supervisor)

_____ (Trainee)

End of Year Review: Interpersonal and Team Skills - Please select FIVE comments from the list, which most nearly describe the performance of the trainee.

Interpersonal Skills Profile				
<ol style="list-style-type: none"> 1. Unsafe to practice 2. Behaves in an unprofessional manner 3. Displays a negative attitude 4. Blames circumstances for difficulties encountered 5. Appears to lack motivation 6. Does not define learning needs 7. Lacks self-awareness on the effect of behaviour on others 8. Needs to take responsibility appropriate for this level 9. Lack of confidence inhibits effective performance 10. Needs more experience at this level 11. Reacts adversely to constructive criticism 12. Slow to settle 13. Lacks maturity 14. Needs to be more assertive 15. Could have made more use of available resources 16. Has not achieved full potential 17. Willing to try 18. Has developed in confidence 19. Skills will develop with practice 	<ol style="list-style-type: none"> 20. Assimilates new information 21. Accepts appropriate responsibility 22. Fits well into the team 23. Has a pleasant and approachable manner 24. Displays a mature attitude 25. Well motivated and adaptable 26. Is able to reflect on outcomes 27. Identifies own learning needs 28. Has made a useful contribution to the work of the team 29. Shows a good understanding of historic vessels 30. Displays confidence 31. Analytical in approach 32. Offers informed and considered opinions 33. Realistically evaluates performance 34. Capable of informed decision-making 35. Shows a mature understanding 36. Valued team member who has gained respect 37. Innovative, develops fresh ideas 38. Consistently works at a higher level than expected 39. An excellent performer in all areas 			
Write the numbers of the comments which you have selected in boxes below				

RECOMMENDED READING

Understanding Historic Vessels, Vol 1: Recording Historic Vessels (London, 2007), Vol 2: Deconstructing Historic Vessels (London, 2007) & Vol 3: Conserving Historic Vessels (London, 2010), National Historic Ships

Hand, Reef & Steer by Tom Cunliffe (Adlard Coles Nautical, 2004);

The Real Price of Fish, Linda Fitzpatrick (The Scottish Fisheries Museum, 2010);

Last Stronghold of Sail: The Story of the Essex Sailing-Smacks, Coasters and Barges by Hervey Benham (Harrap, 1950 & 1986);

Sailing Barges by Frank Carr (Peter Davis, 1951 or Terence Dalton, 1989);

Handbook of Sailing Barges by Cooper and Chancellor (Coles; Harrap; de Graff, 1955);

The Gaff Rig Handbook, History, Design, Techniques, Developments by John Leather (Adlard Coles Nautical, 2009);

Post War Yachting by Maurice Griffiths (Hutchinson, 1946);

Magic of the Swatchways by Maurice Griffiths (Adlard Coles Nautical, hardback 1986, paperback 2000)