

## Cooperative Education & Careers Division

### Instructions for completion of Pre and Post Cooperative Education Forms

#### Before completing the forms

Before completing the forms, please select the following link:

[Reflective Assessment | University of Limerick \(ul.ie\)](#)

This introduces the Learning During Coop section, lists and describes the skills to be assessed, explains how best to approach the forms, and outlines the role of the forms as part of Coop Assessment.

#### Accessing the forms

Please access the relevant form using the following instructions:

For the **Pre-Coop** form, open the following link:

[https://www.ers.ul.ie/coop/coop/students/pre\\_coop\\_skills.php](https://www.ers.ul.ie/coop/coop/students/pre_coop_skills.php)

For the **Post-Coop** form, open the following link:

[https://www.ers.ul.ie/coop/coop/students/post\\_coop\\_review.php](https://www.ers.ul.ie/coop/coop/students/post_coop_review.php)

#### Signing up to the form

Before completing the forms, you must sign-up on the website. When you access the forms initially, entry fields for an ID Number and password display, as shown in Figure 1

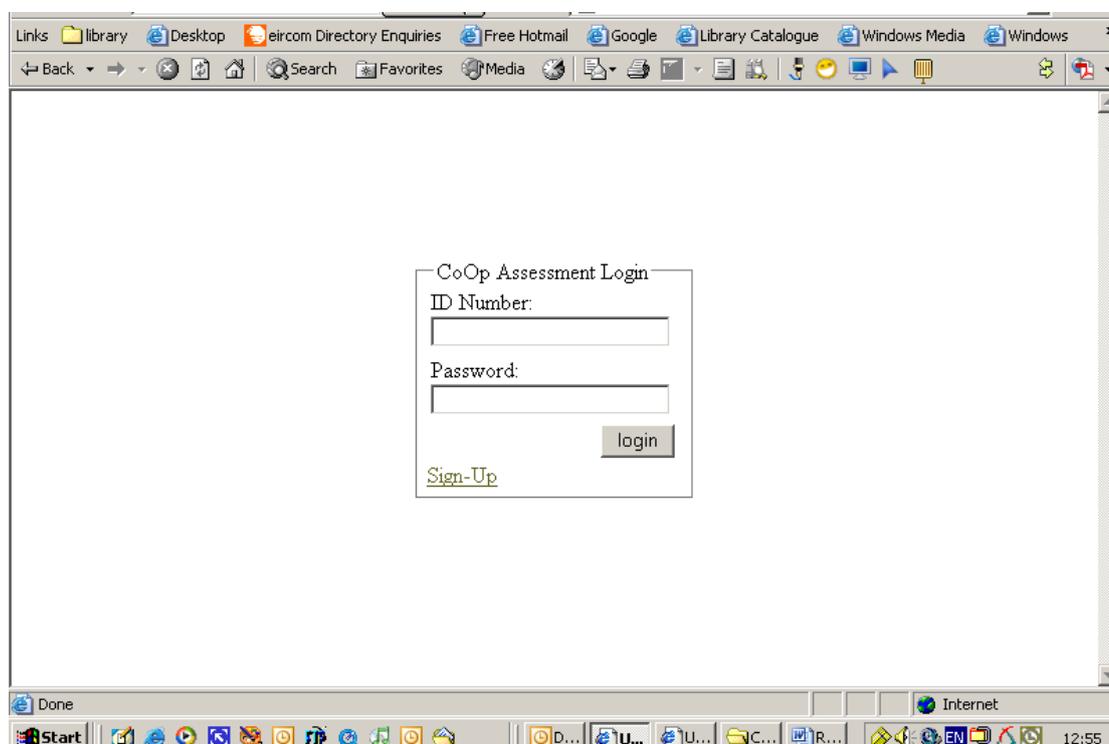


Figure 1: Screenshot showing webpage where students enter their ID Number and Password.

1. To create your account, select the Sign-Up link.

2. A Sign-Up option is displayed, as shown in Figure 2. Enter your Student ID Number, Password (please assign your own password), and email to which you want your password to be sent as a reminder.
3. Select OK.

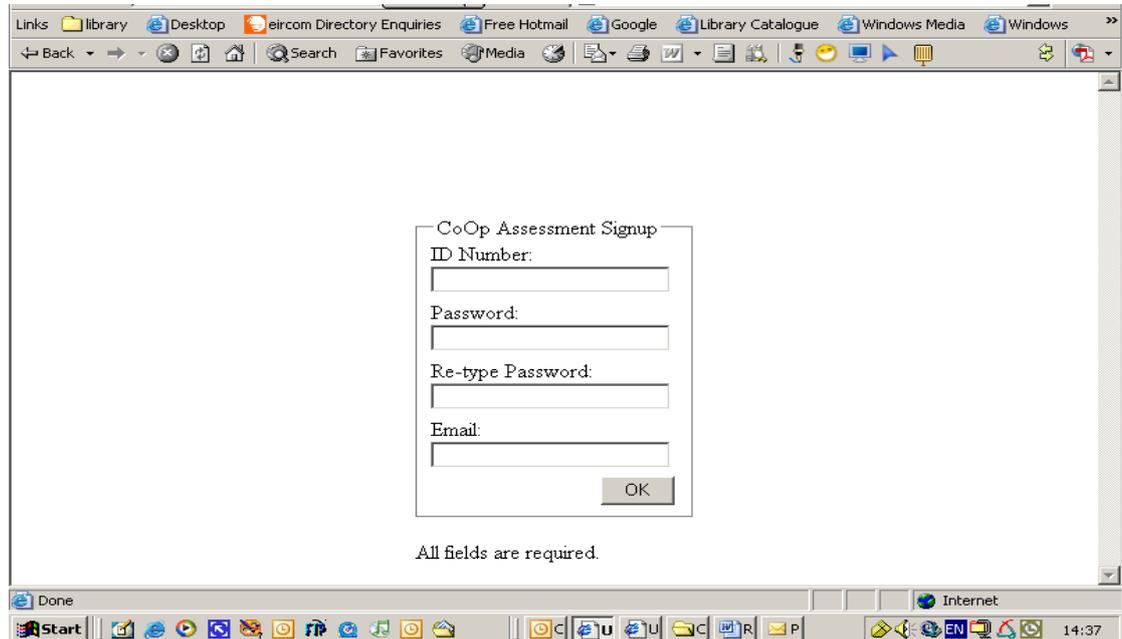


Figure 2: Screenshot showing webpage with Sign-Up fields

Your password will be sent to the email address you provide; please note that this may not reach your account immediately, and so it is advisable to make note of your password elsewhere.

After you have signed up, you will be prompted for your ID Number and password each time you access this section.

Note: Should you need to reset your password, the system will reset and forward to you an automatically-generated password. Select the following link to use this facility:  
<https://www.ers.ul.ie/coop/coop/students/resetpassword.php>

### Completing the form

When you log-in to the form, a page of instructions displays, as shown in Figure 3. Please read through the instructions before you begin to complete the form. To proceed to the next screen, select the 'Next' option.

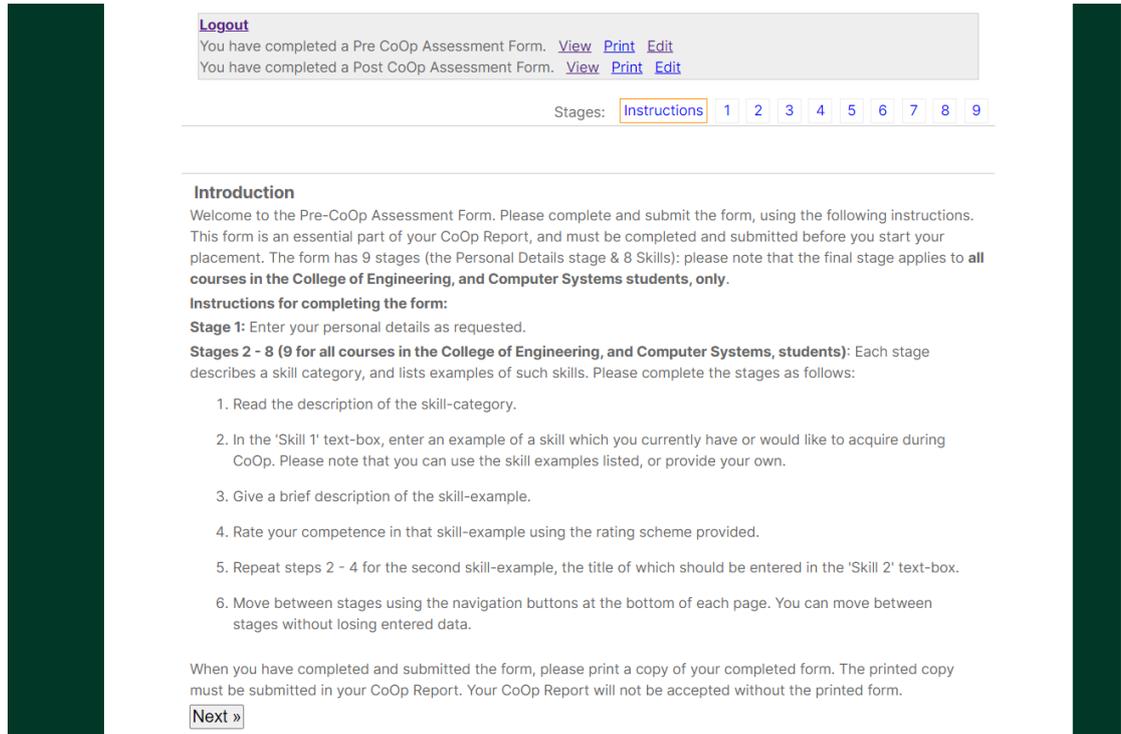


Figure 3: Screenshot of webpage listing instructions for form completion.

## Entering personal details

The Personal Details screen displays, as shown in Figure 4.

1. Please complete the required fields. Please note that each field must be filled.
2. To proceed to the next screen, select the 'Next' option.

### Stage 1: Your Personal Details

Surname: <input type="text"/>	First Name: <input type="text"/>
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female	Mature Student (+23 Years): <input type="radio"/> Yes <input checked="" type="radio"/> No
ID Number: <input type="text" value="18785867"/>	Course: <input type="text" value="Aeronautical Engineering"/>
Placement Period: <input type="text" value="January - Summer"/>	Year your CoOp begins: <input type="text" value="2000"/>
<a href="#">« Prev</a> <a href="#">Next »</a>	

Figure 4: Screenshot of webpage showing entry fields for personal details.

## Completing the 7 or 8 skills

Each skill must be completed. Please read the overview of the skill category, and the skills examples, as shown in Figure 5.

## Stage 2: Basic work skills

For many students, your Cooperative Education placement is your first experience of professional work experience and, as such, developing good work habits should be a standard outcome of the placement. At the very minimum, employers will expect you to behave in a professional manner, comply with company regulations and conditions of employment, carry out your placement duties and behave in a manner appropriate to the work environment. In assessing your basic work skills, can you show evidence of e.g.

- ◆ Reporting to work as scheduled and on time.
- ◆ Dressing appropriately for work.
- ◆ Complying with the company's policy regarding computer usage.
- ◆ Complying with the company's telephone etiquette.
- ◆ Having an awareness of how formal personal interactions in the employing organisation are.
- ◆ Showing a positive and constructive attitude.
- ◆ Respecting company policy regarding absence from work.
- ◆ Working within the relevant procedures.

[Hide description](#)

Skill 1:

Figure 5: Screenshot showing sample of skill category i.e. overview and samples.

1. In the 'Skill 1' text-box, enter an example of a skill which you currently have or would like to acquire during Coop. Please note that you can use the skill examples listed, or provide your own.
2. Give a brief description of the skill-example.
3. Rate your competence in that skill-example using the rating scheme provided.
4. Repeat steps 2 - 4 for the second skill-example, the title of which should be entered in the 'Skill 2' text-box.
5. To proceed to the next screen, select the 'Next' option.

## Moving between skill categories

Move between stages using the navigation buttons at the bottom of each page. You can move between stages without losing entered data.

## Submitting the form

After completing the relevant number of skill categories, submit the form by selecting 'Submit' at the end of Stage 7 for non Engineering or 8 for Engineering, as shown in Figure 6.

Skill 2:

Rating:

- 1 - Started but needs more practice
- 2 - Able to do this with some help
- 3 - Competent without help
- 4 - Competent and able to help others

Give example:

Clicking on Submit will record your responses and redirect you to the Code of Practice for completion.

*Figure 6: screenshot showing webpage with 'Submit' option i.e. Stage 7 or 8.*

**Printing  
the form**

Immediately after submitting the form, a summarised, printable version displays. Please print and retain the form for submission as part of your Coop Report.

**Editing /  
accessing  
the form**

You may access or edit the submitted form by logging in using your ID Number and password. By editing and resubmitting the form, you replace the original form with your latest version.

**Logging  
out of the  
form**

When you are exiting the form, please select the 'Logout' link on the top left of any stage.