



Student Guidance

Student Completion of Individual Learning Reports (ILR)

Individual learning reports (ILR) are based on an activities observed or undertaken within the workplace, aligned to your learning.

There are five ILR's and they follow the modular structure of the course. You must personally have undertaken or observed the activity, and be able to provide verification of this fact.

The Board of Examiners reserve the right to verify the authenticity of each ILR. The details of each ILR will need to be communicated to students by the NAFD approved tutor. Although tutors should be in a position to give basic advice on the structure and content of your reports, the overall report must be your own work and be representative of workplace examples.

Each ILR contains specific instructions for you to follow. These guidelines are also provided to assist tutors in preparing student in the preparation of the ILR's

Presentation of the ILR's

- Good presentation of the report is essential. However, it is the quality of the information it contains that attracts marks.
- The IRL verification and moderation must be completed and submitted with the report via your tutor's own area on Moodle.
- Details of verification must be provided. Without verification your work cannot be accepted. For example, for ILR 1, you must include the date of each arrangement, a funeral reference number and the signature, name and telephone number/email of a person (employee or manager) who can verify the activity. Similar verification requirements are provided for each ILR.
- All reports must be typed/word processed, using a minimum & maximum 12 font and 1.5 line spacing
- All pages must be consecutively numbered.
- You should observe the word count i.e. 2000 +/- 10%.
- You must state the word count at the end of the ILR. Word counts that are significantly over or under the stated guidelines may be marked down.

Structure and Contents of the ILR's

- You should follow closely the instructions for each ILR given to you by your Tutor for completion during the time they are learning.
- The ILR must be written in the past tense. The report will therefore contain phrases such as, "I visited...", "I asked her...", "I then went into...", When contrasting the two funeral arrangements, "I noticed that...".
- A template for each Module is available from your Tutor for you to complete. Please ensure you use headings to indicate the different sections of the ILR.



- If abbreviations are used i.e. (DWP, Cert.), please ensure you always use the full title first, and then give the abbreviation in parenthesis. The same applies regarding full titles of certificates. For example, "Coroner's Order for Burial (Form 101)"
- Confidential information that can be traced to a client should not be disclosed in the ILR's
- Please ensure you check their spelling and grammar before submitting the report.
- Additional information that is not part of the main body of the ILR should be included in an appendix.

Other points

- You should always submit the final ILR, per module, by the date stated on your course timetable.
- Please see notes under 'Moderation' regarding missed deadlines.
- You should keep a copy of each ILR

Formative Assessment of ILR's

Feedback and indicative marks will be provided to you by your Tutor on the ILR's produced.

Only the final ILR per module should be made available via Moodle for Tutor marking and for examiner moderation. The pass mark required for each Individual Learning Report is 60%.

Moderation

The Board of Examiners operate bi-monthly moderation. Dates can be found on the Assessment and Moderation timetable.

Satisfactory completion and upload of all ILR's must take place by the submission dates as set by your tutor. To be fair to students who work towards and meet all deadlines, a penalty will be implemented to other students for the late submission and upload to Moodle of any Individual Learning Report.

Where work is submitted up to and including 7 days after the submission date, 10% of the total marks available shall be deducted from the mark achieved.

Where work is submitted up to and including 14 days after the submission date, 20% of the total marks available shall be deducted from the mark achieved. **Work submitted 15 days late or more shall be assigned a zero mark.**

Plagiarism

Plagiarism is a serious offence and something the National Association of Funeral Directors and Board of Examiners wishes to proactively discourage.

Software operates for plagiarism detection. The use of this system will allow the Association to systematically check for plagiarism, thus helping to ensure that all students' work is original and graded



accordingly. In this way we can minimise the risk of students being unfairly rewarded for work that is not original to them.

Please ensure you are aware of the following:-

- the need to never attempt to plagiarise another student's work.
- the Board of Examiners reserves the right to undertake an investigation if there is evidence of plagiarism.
- any student found and proven to have submitted plagiarised work, will not be allowed to register for the final examinations.
- the student registration period will automatically lapse
- a period of five years will be enforced prior acceptance for re-registration.