

Supervisor's Report

NFQ Level 5 Work Experience – Supervisor's Report

Learner's Name: _____ Centre/School Name: _____
 Tel No: _____ Hours Worked: _____ Company Name: _____
 Supervisor's Name: _____ Supervisor's Email: _____

Guidelines: This report forms an important part of the overall assessment of Level 5 Work Experience 5N1356 for QQI certification & will count towards the final grade the Learner achieves in their award. It should be completed by a supervisor/manager who has observed the Learner in the workplace. The Workplace Supervisor/Manager should indicate the Learner's performance by placing a tick for each of the criteria under one of the headings.

Criteria	Excellent 3.5	Very Good 2.5	Good 1.5	Satisfactory 1	Unsatisfactory 0	Work Experience Supervisor Comments
Punctuality: Arrives on time. Promptly back from breaks. Does full day. Meets deadlines.						
Personal presentation: Appropriate dress. Good hygiene. Good posture.						
Compliance with health, safety & other relevant regulations: Shows knowledge of regulations inc. appropriate safety dress, hygiene practices & reporting procedure. Safe operation of machinery / equipment.						
Working independently while under general direction: Follows instructions carefully. Seeks advice. Fully completes tasks. Seeks additional work when task is complete.						
Good practice: Uses good practice to carry out tasks using key skills for vocational area. Shows interest & willingness to learn.						
Effective inter-personal communication skills: Speaks clearly. Listens well. Interacts appropriately with clients / colleagues. Receives feedback positively.						
Effective technological / communication skills: Appropriate use of communication skills & technological skills for assigned tasks &/or effective written skills were relevant (forms, reports).						
Aptitudes & Attitudes: How do the learner's aptitudes & attitudes fit with requirements of vocational area?						

Learner's Signature: _____ Date: _____
 Signature of Workplace Supervisor: _____ Date: _____
 Signature of Assessor: _____ Date: _____

Collection Of Work Assessment Sheet

Individual Candidate Work Placement Marking Sheet	<u>5N1356</u>	Work Experience NFQ Level 5 Collection of Work 60%	
Candidate:		Candidate No:	
Centre:		Roll No:	
Assessment Criteria		Maximum Mark	Learner Mark
Personal / Skills Audit A brief personal profile detailing: <ul style="list-style-type: none"> • Interests, talents & achievements • Personal qualities, characteristics & values • Life experiences – voluntary/part-time work, courses, hobbies, sporting activities • Vocational skills & transferable skills Summary of potential employment & learning opportunities that match personal profile A career plan for a specific vocational area & a clear statement of learning goals & action point for work experience <div style="text-align: right;">Total:</div>		2 2 2 2 2 5 <hr/> 15	
Jobsearch File Evidence of using a variety of job-finding strategies Curriculum Vitae Letter of application Audio or audio visual evidence of practice interview & rating of interview performance to include: <ul style="list-style-type: none"> • Clear & effective speech • Appropriate body language • Careful listing skills, clarification sought if needed • Knowledge about company / vocational area Reflection on interview, on feedback received & on learning from the experience <div style="text-align: right;">Total:</div>		2 5 3 2 2 2 2 3 <hr/> 21	
Vocational Study Summary of the basic rights & responsibilities of employees & employers in a particular work, organisational or institutional context Exploration of work organisations & career opportunities in a particular vocational area. Analysis of the key challenges and opportunities facing a particular vocational area <div style="text-align: right;">Total:</div>		6 6 6 <hr/> 18	

Future Planning			
Exploration of employment options in light of work experience.		3	
Exploration of possible future education and training in light of work experience		3	
Total:		<u>6</u>	
TOTAL MARKS		<u>60</u>	
Assessor's Signature:		Date:	
External Authenticator's Signature:		Date:	

Skills Demonstration Assessment Sheet

The learner must complete at least 60 hours of Work Experience in order to pass this module.

Work Experience NFQ Level 5 5N1356		No. of hours of Work Experience completed by the Learner: _____	Learner Marking Sheet Skills Demonstration 40%																			
Candidate:		Candidate No:																				
Centre:		Roll No:																				
Assessment Criteria			Maximum Mark	Learner Mark																		
A completed Work Experience Supervisor's Report			28																			
<table border="1"> <thead> <tr> <th>Criterion</th> <th>Mark</th> </tr> </thead> <tbody> <tr><td>Punctuality</td><td></td></tr> <tr><td>Personal Presentation</td><td></td></tr> <tr><td>Working independently under general direction</td><td></td></tr> <tr><td>Demonstration of good practice</td><td></td></tr> <tr><td>Compliance with health, safety & other regulations</td><td></td></tr> <tr><td>Interpersonal communication skills</td><td></td></tr> <tr><td>Technological &/or written communication skills</td><td></td></tr> <tr><td>Aptitudes & attributes to participate effectively in vocational area</td><td></td></tr> </tbody> </table>		Criterion			Mark	Punctuality		Personal Presentation		Working independently under general direction		Demonstration of good practice		Compliance with health, safety & other regulations		Interpersonal communication skills		Technological &/or written communication skills		Aptitudes & attributes to participate effectively in vocational area		
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Marks should be awarded as follows: <table border="1"> <thead> <tr> <th>Rating from Supervisor</th> <th>Mark</th> </tr> </thead> <tbody> <tr><td>Excellent</td><td>3.5</td></tr> <tr><td>Very Good</td><td>2.5</td></tr> <tr><td>Good</td><td>1.5</td></tr> <tr><td>Satisfactory</td><td>1</td></tr> <tr><td>Unsatisfactory</td><td>0</td></tr> </tbody> </table>			Rating from Supervisor	Mark	Excellent	3.5	Very Good	2.5	Good	1.5	Satisfactory	1	Unsatisfactory	0	<i>If a learner has completed more than one Work Experience placement to make up the 60 hours, the marks from the different Work Experience Supervisor's reports should be averaged.</i>							
Rating from Supervisor	Mark																					
Excellent	3.5																					
Very Good	2.5																					
Good	1.5																					
Satisfactory	1																					
Unsatisfactory	0																					
Learner Account of Work Placement Copy of employer / learner work experience agreement			2																			
A daily record of tasks performed & of challenges encountered			6																			
A final reflective summary to include learning gained from the experience & from the supervisor's report.			4																			
Total:			12																			
TOTAL MARKS			40																			
Assessor's Signature:			Date:																			
External Authenticator's Signature:			Date:																			

Marking Summary

Assessment Criteria	Maximum Mark	Marks Given
Vocational Study	18	
Personal / Skills Audit	15	
JobSearch File	21	
Learner Account Of Work Placement	12	
Future Planning	6	
Supervisor's Report	28	
Total	100	

Distinction 80-100%	
Merit 65-79%	
Pass 50-64%	
Unsuccessful 0-49%	