Work Experience Documentation

Work Experience Timesheet

Learner's are responsible for ensuring that this form is completed for the duration of their placement as evidence of attendance and completion of the placement. Completed timesheets should be returned as part of the work experience diary.

Work Placement Details

Organisation / Company Name:	
Contact Name:	
Contact No:	
Address:	

Hours	Date	Time Arrived	Time Departed	Supervisor's Signature
	Total Hours Completed			

Learner's Signature:	
Date:	

At the end of the placement, learners should request that their supervisor complete the report on the following page. This report may be completed in collaboration with the learner, in which case, it provides the supervisor with an opportunity to give the learner formal feedback.

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Work Experience Supervisor's Report

Learner's Name:		**Placement Organisation:**		**Placement Start:**	
Course / Programme:		**Supervisor Name:**		**Placement End:**	
Centre:		**Supervisor Contact:**		**Total Hours Completed:**	

Core Workplace Competencies Evaluate the Learner's general workplace skills based on their performance throughout the placement. Select the rating that best describes their abilities. Provide additional comments if necessary.			**Vocational Tasks** The learner, in conjunction with their tutor/teacher &/or Workplace Supervisor, is responsible for setting the main vocational tasks to be undertaken during placement. These tasks should be agreed upon before the placement begins. The supervisor will assess the Learner's performance in each area.				
Rating Scale: 1=Poor, 2=Fair, 3=Satisfactory, 4=Very Good, 5=Excellent			**Rating Scale:** 1=Poor, 2=Fair, 3=Satisfactory, 4=Very Good, 5=Excellent				
Vocational Task	**Rating (1-5)**	**Comments**		**Vocational Task**	**Rating (1-5)**	**Comments**	
Attendance & Punctuality			**1**				
Time Management & Organisation							
Communication & Interpersonal Skills							
Teamwork & Collaboration							
Problem Solving			**2**				
Initiative							
Adaptability & Willingness To Learn							
Professionalism & Work Ethic			**3**				
Adherence To Health & Safety Guidelines							
Customer / Client Interaction							

Key Strengths Demonstrated By The Learner During Placement	**Areas For Development/Improvement /Additional Feedback/Recommendations**

I confirm that the information provided in this report is accurate & based on my observations of the Learner's performance during their placement.

Supervisor's Signature:		**Date: :**	

Learner's must achieve a minimum of 50% in the Supervisor's report to successfully pass the module.

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Individual Learner Marking Sheet Work Experience 5N1356		**Learner Name:**	
Assessment Technique Collection of Work		**Maximum Mark**	**Learner Mark**
Vocational Study			
• Researched various career paths within their chosen field. • Identified & analysed the key challenges and opportunities within the chosen vocational sector. • Evaluated the rights & obligations of employees & employers within the sector.		**15**	
Career Planning & Preparation For Work Placement			
• Reflected on personal strengths & weaknesses, aligning skills with potential career paths. • Developed a career plan with clear objectives for work experience & applied practical workplace skills to achieve these goals. • Compiled a portfolio of work-related documents to include a CV, Cover Letter & documents related to the vocational area (eg online cover letter, application form). • Participated in an interview, demonstrating professionalism, preparation, effective communication & self-awareness.		**35**	
Reflection, Review & Evaluation			
• Provided substantial evidence of tasks completed during the placement. • Demonstrated thoughtful reflection on work experience, highlighting key learning moments and areas for improvement. • Explained how these experiences shaped career goals, strategies for skills development and future career decisions.		**20**	
	Total Mark	**70**	
Assessor's Signature:		***Date:***	
External Authenticator's Signature:		***Date:***	

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Individual Learner Marking Sheet Work Experience 5N1356		**Learner Name:**	
Assessment Technique Skills Demonstration		**Maximum Mark**	**Learner Mark**
Supervisor's Report • Vocational Tasks • Core Workplace Competencies		**30**	
	Total Mark	**30**	
Assessor's Signature:		***Date:***	
External Authenticator's Signature:		***Date:***	

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Marking Summary

Assessment Criteria	Maximum Mark	Marks Given
Vocational Study	15	
Career Planning & Preparation For Work Placement	35	
Reflection, Review & Evaluation	20	
Supervisor's Report	30	
Total	100	

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

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Notes

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