

<i>For Teacher Use:</i>	<i>Outcome 1</i>	<i>Outcome 2</i>	<i>Outcome 3</i>
<i>Achieved?</i>			
<i>Verified by:</i>	<i>Date:</i>		

SQA Work Placement Unit

HF88 44 - Level 4 Pupil booklet



Falkirk Council

Children's Services

Name: _____

Session: _____

Teacher: _____

Candidate Unit Assessment Record

SQA Work Placement Unit (Level 4)

Record of Performance

Name:		Class:	
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Outcome	Evidence	Evidence to be Retained	Achieved* and Assessor Comment & Signature
1. Prepare for and complete a work placement.	Written and/or oral recorded	<p>A learner review</p> <p>An identified learning goal.</p> <p>A learner plan.</p> <p>Confirmation by the teacher that the plan and the placement were completed.</p>	
2. Demonstrate appropriate behaviours and attitudes during the work placement.	Performance	An observation checklist	
3. Review progress and learning gained in workplace.	Written or oral recorded	A review.	

Each outcome can only be achieved when the candidate has successfully completed all the tasks on the assessor checklist.

* Enter A or NA in this box to indicate whether the candidate has achieved or not achieved each test. The comments column can be used to highlight any reassessment that may be needed.

Assessor's Comment:

Assessor's signature: _____ Date: _____

Note

Your teacher will guide you through this unit of work to help you to understand what you need to do to successfully complete this unit.

In this Unit you will be preparing for, carrying out and reviewing a work placement.

Before your work placement

Use this template for your final review.

As you prepare to go on your work placement you will need to:

This should be completed at the end of your work placement.

- review of your career goals and strengths.
- identify a learning goal that you will work towards during your work placement.
- produce a plan for going on your work placement.

On completion of your work placement

On completion of your work placement, you will carry out a review which includes:

- feedback on your progress in the workplace. This can be from your teacher or supervisor
- the progress you have made towards your learning goal
- any areas needed for further development
- what you have learned as a result of your placement
- how this has affected your career goals.

Worksheets have been produced for you to record your assessment evidence.

These are as follows:

Worksheet 1

This template includes your review of career goals and strengths, learning goal and plan.

This should be completed before you go on your work placement.

Worksheet 2

This template includes a checklist which your supervisor can complete and space for you to gather feedback on your progress during your placement.

This template should be completed towards the end of your placement.

Worksheet 3: Use this template for your final review.
This should be completed at the end of your work placement.

Worksheet 1: Before you go on work placement

Review

You are about to plan and complete a work placement.

Question: What type of career are you interested in?

My career goals:

Question: What are you good at which may help you achieve your career goals?

My strengths:

My placement is:

Learning Goal

During your placement you will be required to undertake a learning goal.
This goal must be agreed with your teacher.

My learning goal is:

Teacher Signature: _____

Date: _____

Work Placement Plan

Complete this part of your plan for your work placement

Name of Organisation	
Address	
Telephone Number	
Email Address	
Hours of Work	
Duties to be carried out	
Dress Code	

Part 2 of the work placement plan is on the next page.

Look at your learning goal. Complete the table below to show the tasks you will carry out to make progress towards your learning goal.

Task	Timescale	Resources Needed	Completed

At the end of your work placement, ask your teacher to sign below to confirm that you carried out your plan.

Teacher Signature:

Date:

For teacher use: Outcome 1 Achieved? Yes/No

Worksheet 2 Work Placement Progress

Name of learner	
Name of work placement organisation	

Ask your supervisor to complete the checklist below before the end of your placement. If your supervisor is unable to complete it you should give it to your teacher to complete.

Checklist	Yes/No
Did the learner complete the tasks allocated to them?	
Did the learner adhere to health and safety requirements?	
Did the learner work cooperatively with others?	
Did the learner seek advice when appropriate?	

Use the space below to record feedback from your supervisor on your progress during the work placement.

Teacher /Supervisor Signature:

Date:

For teacher use: Outcome 2 and Outcome 3 (a) achieved? Yes / No

Worksheet 3: Complete this page and the following page after you have been on work placement

Review

Complete this section of the folio when you have completed your work placement.

Think about:

- your learning goal
- the progress you have made
- what you have learned from your placement
- any areas for development
- your career goal(s)

What you have learned from your work placement?



Learning Goal

Did you achieve your learning goal? Yes / No / Partially.

My areas for further development are:

