

<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

HF8845 - Level5 Pupil Booklet



Falkirk Council

Children's Services

Name: _____

Session: _____

Teacher: _____

Candidate Unit Assessment Record
SQA Work Placement Unit (Level 5)
Record of Performance

Name:		Class:	
-------	--	--------	--

Outcome	Evidence	Evidence to be Retained	Achieved* and Assessor Comment & Signature
1. Plan and completed a work placement.	Written and/or oral recorded	A learner review prior to going on placement. A learner work placement plan. A learner project plan. A learner review during the placement. Confirmation by the teacher that the plan and the placement were completed.	
2. Plan and complete a work place learning project.	Performance	An observation checklist	
3. Evaluate the learning and development that has taken place on completion of the placement and project.	Written or oral recorded	A learner evaluation on completion of the project and placement.	

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 help you to understand what you need to do for this Unit.

In this Unit you will be planning, carrying out and reviewing a work placement. The work placement you chose will reflect your career aspirations and goals.

In order to achieve the Unit you will have to gather a folio of evidence containing the following:

- a review of your career goals and strengths
- a detailed plan which includes essential information about your work placement
- a detailed plan outlining a work based project
- a review of your progress throughout the work placement
- an explanation of your progress towards the aim of the project
- confirmation that you have completed your work placement

A checklist from your supervisor showing that, while on your placement, you:

- adhered to health and safety
- sought advice when needed
- worked cooperatively with others

An evaluation which includes:

- an explanation of what you have learned from being on a work placement and completing your project
- a review of your career goals and abilities
- an explanation of your identified next steps

This evaluation should be carried out on completion of your work placement and project.

The following pages provide tasks and templates to help you to produce and record the assessment evidence required for this Unit.

Assessment Task 1 Review Your Career Goals and Abilities

You are about to plan and complete a work placement. This placement should be suited to you and your future career goals.

Carry out a review of your experience and interests to identify your career goals.

My careers goals:

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

My abilities:



Falkirk Council
Children's Services

My placement is:

Teacher Signature: _____ Date: _____

Assessment Task 2

Work Placement Plan

You are required to produce a detailed plan for going on your work placement.

To do this you will need to gather essential information which should be included in your plan.

Complete the information in the table below and on the following page:

Name of Organisation	
Address	
Telephone Number	
Email Address	
Hours of Work	
Duties to be carried out	 Falkirk Council <i>Children's Services</i>
Dress code	

Other relevant information	
----------------------------	--

Teacher Signature: _____

Date: _____

Assessment Task 3

Review Progress during Placement

Complete this review on one occasion during your work placement.

Date of Review: _____

List of the duties you have undertaken so far	
Comment on how you worked with others	
Comment on your time management	
Comment on feedback you have had from others	

Teacher Signature: _____

Date: _____

Assessment Task 4 Observation Checklist

Part 1

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

Name of learner	
Name of work placement organisation	

	Yes / No
Learner has undertaken allocated tasks	
Learner has adhered to health and safety requirements	
Learner has worked cooperatively with others	

Supervisor's signature: _____ Date : _____

Teacher's signature: _____ Date : _____

On completion of your work placement ask your tutor to complete the check below.

Has the learner completed the planned work placement? Yes / No

Teacher signature: _____ Date: _____

For teacher use: Outcome 1 achieved? Yes / No

Assessment Task 5 Workplace Project

Aim of project:

Project Plan

Use the table below to produce a plan for your project

Task	Resource	Timescales	Changes	Completed?

Did you achieve the aim of your project?

Use the space below to provide details of the progress you have made towards the aims of your project:



Falkirk Council
Children's Services

Ask your teacher to complete the check on the next page.

Did the learner complete the workplace project?	Yes / No
---	----------

Teacher's Signature: _____

Date: _____

For teacher use: Outcome 2 achieved? Yes / No

Assessment Task 6 Evaluation: This page/following page

Complete this session when you have completed your project and your work placement.

Use the space below to explain what you have learned from being on work placement.



Falkirk Council
Children's Services

Use the space below to explain what you have learned from completing your project:

Look back at your initial review of your career goals and abilities. Use what you have learned from your work placement and project to review your career goals and abilities. Use the box below to record this review:

Next steps

Identify and explain your next steps.



Falkirk Council
Children's Services

Teacher Signature: _____

Date: _____

For teacher use: Outcome 3 achieved? Yes / No