

CHARLES DARWIN SCHOOL

WORK
PLACEMENT
RECORD



Name

MYSELF

NAME

ADDRESS

EMERGENCY NUMBER

DATES OF MY PLACEMENT

MY PLACEMENT

NAME OF MY PLACEMENT ORGANISATION

ADDRESS OF MY PLACEMENT ORGANISATION

ADVICE AND GUIDANCE

RESPECT

A good employee listens to instructions carefully, handles information confidentially and safely shows enthusiasm and pride in their work.

MEDICAL PROBLEMS

If you have any medical/health problems, (allergies/regular medication etc.) make sure your employer knows about them.

Emergency contact name and number.....
.....

PRACTICAL DETAILS

Do you know who to report to on your first day? Have you worked out the best way to get to work on time? Do you know what the arrangements for breaks and lunch are?



IF I AM ILL

If you are unable to attend work you must telephone your employer straight away to let them know that you will not be at work so that people are not kept waiting for you and tell them when to expect you back

You will also have to let your school know.



I report to

At.....

My start time is

I aim to be at my work station by.....

What do I need to take

.....

Work contact person.....

Work contact tel. no.....

School contact no.....

School contact person.....

Is there a dress code or uniform?

KEEPING SAFE

WORKING SAFELY

It is important to work safely because accidents can happen. Think before you act and keep yourself and others safe. Prepare well, listen carefully and make sure that you understand your health and safety induction



FIRE

Make sure that you know what to do in a fire. If you discover a fire raise the alarm at once. Strict regulations apply where a building has to be evacuated. This is to ensure everyone's safety. It is very important to know and follow these instructions.



PPE

Make sure you wear the protective clothing and use any safety equipment issued



Where is my nearest fire exit?.....

Where is my fire assembly point

ACCIDENTS

Accidents must be reported. Find a first aider and report the incident.



The first aid person is.....

The first aid post is at.....

I report accidents to.....

MY WORK PLACEMENT EVALUATION – SELF ASSESSMENT

What have you enjoyed most about your placement and why?

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What have you enjoyed least about your placement and why?

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What new skills, knowledge or personal attributes have you gained or improved on?

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Did anything unexpected or unusual happen during your placement?

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Has your placement influenced you about your future career?

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What would you like to do now to develop your career? More experience, courses, visits etc.

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<p><u>HOW STRONGLY DO YOU AGREE WITH THE STATEMENTS</u></p> <p><u>PLEASE TICK THE BOX</u></p>	<p><u>STRONGLY DISAGREE</u></p>	<p><u>DISAGREE</u></p>	<p><u>SLIGHTLY DISAGREE</u></p>	<p><u>SLIGHTLY AGREE</u></p>	<p><u>AGREE</u></p>	<p><u>STRONGLY AGREE</u></p>
<p>I had a rewarding work experience opportunity</p>						
<p>I believe that this placement linked to my course and was beneficial</p>						
<p>The placement personnel did everything they could to support me</p>						
<p>I hope to keep in touch with my placement provider</p>						
<p>I have asked them to provide me with a report/certificate or reference</p>						

MY WORK PLACEMENT EVALUATION – EMPLOYER ASSESSMENT/OPEN TESTIMONIAL

KEY FOR TABLES – 1. VERY POOR 2. POOR 3. FAIR 4. GOOD 5. VERY GOOD

How did the student rate in terms of the following qualities?

Personal Quality	1	2	3	4	5
Attendance					
Time-keeping					
Appearance					
Attitude to work					
Reliability					

How well did the student do in forming relationships?

Relationships	1	2	3	4	5
With Staff					
With clients					

To what extent did the student display the following attributes while on work placement with you?

Attribute	1	2	3	4	5
Resourceful					
Enthusiasm					
Ambition					
Self-motivation					
Flexibility					
Persistence					
Diplomacy					
Honesty					
Risk taker					
Positive attitude					
Competitive					
Entrepreneurial					

Please comment on the things that the student has done and learned with you.

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Signed Dated

VERIFICATION & EVALUATION

During my placement withI undertook a variety of tasks including:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Supervisor's Signature.....

PTO – Please evaluate the student.

