



## SQA WORK PLACEMENT UNIT



<b>Pupil Name:</b>	
<b>Reg Class:</b>	
<b>Support Teacher:</b>	
<b>SQA No:</b>	
<b>School Year:</b>	

<i>For Teacher Use:</i>	<i>Outcome 1</i>	<i>Outcome 2</i>	<i>Outcome 3</i>
<i>Achieved: (A/NA)</i>			
<i>Verified By:</i>			<i>Date:</i>

# INSTRUCTIONS

The worksheets in this booklet will help you preparing for, carry out and review your work placement.

## 1 - BEFORE Placement

- As you prepare to go on your work placement you will need to:
  - review 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.*

## 2 - DURING Placement

- As you carry out your tasks and work with others on your placement you will:
  - follow instructions*
  - follow health and safety advice*
  - ask for advice when needed*
  - work with others.*

## 3 - AFTER Placement

- After your work placement you will carry out a review which includes:
  - feedback on your progress in the workplace from your supervisor or teacher*
  - the progress you have made towards your learning goal*
  - any areas needed for further development*

Once completed, these worksheets can be used to gain an SQA qualification in Work Experience.

# WORKSHEET 1 - BEFORE YOUR WORK PLACEMENT

## a PERSONAL REVIEW

What type of career are you interested in? Review your career goals.

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

My strengths:
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## b WORK PLACEMENT DETAILS

Once you have found a relevant work placement, complete the table below.

<b>Name of organisation:</b>	
<b>Job title:</b>	
<b>Address:</b>	
<b>Supervisor name (if known):</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	

**c WORK PLACEMENT PLANNING**

Gather the information you need to plan your placement. Then complete the table below.

<b>Start and end dates of placement:</b>	
<b>Hours of work:</b>	
<b>Duties to be carried out:</b>	
<b>Dress code:</b>	
<b>Any other relevant information:</b>	

**d WORK PLACEMENT GOAL**

You must identify a learning goal to work towards during your placement. This is something that you want to know more about or be able to do after your placement. (eg learn how to talk to customers properly)

My learning goal is:          
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**e WORK PLACEMENT LEARNING PLAN**

Look at your learning goal (from step d on page 4) - how will you achieve it? (eg ask staff for advice on how to deal with customers, practice with other staff when speaking with customers). Use the table below to add the tasks you will complete to do this.

Complete before your placement			Complete during your placement
Task	Resources needed (SCQF4)	Timescale (SCQF4)	Completed (✓)

## WORKSHEET 2 – DURING YOUR WORK PLACEMENT

### a WORK PLACEMENT PROGRESS

- i. Look back at your learning goal (see Worksheet 1d, page 4) and the learning goal plan you completed before you came on placement (see Worksheet 1e, page 5). Tick completed tasks.
- ii. 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.

<b>Pupil Name</b>	
<b>Name of work placement organisation</b>	
<b>SCQF level</b>	Level 4

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

Record feedback from your supervisor on your progress during the work placement in the space below.

Once this is completed ask your supervisor or teacher to sign and date it.

Supervisor/Teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

## WORKSHEET 3 – AFTER YOUR PLACEMENT

### a WORK PLACEMENT REVIEW

- **Did you complete your planned work placement? (Yes/No):**

If you did not complete it please use the space below to explain why you were not able to do so.

I did not complete my placement because:

- **Use the space below to explain what you feel you have learned from being on placement.**

- **Use the space below to comment on the supervisor feedback you got during your placement.**

**b LEARNING GOAL**

Look back at your learning goal (see Worksheet 1d, page 4) and the learning goal plan you completed before you went on placement (see Worksheet 1e, page 5).

- **Did you carry out your learning goal plan? (Yes/No)**
- **Did you achieve your learning goal? (Yes/No/Partially)**

Please comment on the progress of your learning goal:

**c AREAS FOR FURTHER DEVELOPMENT**

My areas for further development are:

**d MY CAREER GOALS**

Look back at your initial review of your career goals and strengths (see Worksheet 1a, page 3). Use what you have learned from your work placement to review your career goals.

- **Would you change your career goals based on your work placement (Yes/No)?**
- **If yes, please give details in the box below.**

My updated career goals:



## TEACHER USE ONLY

### Candidate Unit Assessment Summary - *SCQF Level 4*

Pupil Name:

Outcome	Evidence	Evidence to be Retained	Achieved and Assessor Signature
1. Plan and complete work placement	Written and/or orally recorded	A learner record which includes: <ul style="list-style-type: none"> <li>• A review of career aspirations and abilities (<i>Worksheet 1</i>).</li> <li>• An identified learning goal (<i>Worksheet 1</i>).</li> <li>• A learner work placement plan (<i>Worksheet 1</i>).</li> <li>• <b>The plan should also include timescales and relevant resources/equipment which will allow progress towards the identified learning goal.</b></li> <li>• Confirmation by the teacher that the plan and the placement were completed (<i>Worksheet 1 and Worksheet 3</i>).</li> </ul>	
2. Demonstrate appropriate behaviors and attitudes during the work placement.	Performance	An observation checklist ( <i>Worksheet 2</i> )	
3. Review progress and learning gained in the workplace	Written/orally recorded	A learner review ( <i>Worksheet 2 and Worksheet 3</i> )	
Comments:			