**Work Placement Report**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Work Place Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Place Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of Work Placement. From\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisors of students on Work Placement are asked to comment on the student’s performance according to the criteria listed below. It is appreciated if this is done, and the form returned to the school directly or with the student, as soon after the completion of the Work Placement as possible.**

1. **GENERAL APPEARANCE AND ATTITUDE**

**Dress and Deportment** (consider suitability of dress, grooming and general appearance) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………**Punctuality and Attendance** (consider absence from work, punctuality on arrival/ after breaks) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………**Courtesy and Cooperation** (consider team spirit and relationships with other staff, clients etc.) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **COMMUNICATION SKILLS** (consider confidence, clarity, suitability for audience, interaction with staff, clients etc.)

**Verbal Communication** ………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Written Communication** ………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **ATTITUDE TO WORK**

**Initiative Displayed** ………………………………………………………………………………………………………………………………………………………………………………………………………………………………**Motivation to Work** (consider the student’s enthusiasm, dedication, interest) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **SKILLS RELATED TO WORK**

**Work Volume, Speed and Quality** ……………………………………………………………………………………………………………………………………………………………………………………………………………………………..**Specific Work Related Skills Identified and Utilised** (consider specific skills such as using technology, organising information, managing time, team work, communication etc.) ……………………………………………………………………………………………………………………………………………………………………………………………………………………………..

**Occupational Health, Safety and Welfare** (consider student’s ability to work safely with others and follow safety instructions) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **RESPONSE TO SUPERVISION**

**Willingness to Accept Direction** (consider student response to directions and reaction to advice and criticism) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………**Ability to Comprehend Procedures** (consider student’s ability to follow work instructions and retain information) .……………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **SUMMARY AND OVERVIEW**

 **Strengths and Weaknesses** (consider any strengths/ weaknesses observed during Work Experience) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………

# Any Other Comment

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Work Placement Provider’s Signature