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|  | **Work Placement Learning Record** |

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| **Student and Workplace Details**  |
| **Student’s Name** |  |
| **Course** |  |
| **School** |  |
| **Dates** |  |
| **Business Name** |  | **Phone** |  |
| **Business Address** |  |
| **Supervisor’s Name** |  |
| **Work Placement Attendance Record** |
| **Date** | **Start Time** | **Finish Time** | **Number of Hours** | **Supervisor’s Signature** |
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|  |  |  |  |  |
| **Total Hours** |  |  |
| **Supervisor’s Feedback** |
|  | **Excellent** | **Very Good** | **Good** | **Satisfactory** | **Unsatisfactory** |
| **Punctuality**Arrive on time, returns promptly from breaks |  |  |  |  |  |
| **Personal presentation**Appropriately dressed, good hygiene |  |  |  |  |  |
| **Attitude**Positive, enthusiastic, shows interest, keen to learn |  |  |  |  |  |
| **Communication skills**Communicates effectively |  |  |  |  |  |
| **Ability to follow WHS & instructions**Participates in safety induction, follows supervisor’s instructions |  |  |  |  |  |
| **Comment** |  |
| **Supervisor’s Signature** |  | **Date** |  |