

|  |  |
| --- | --- |
|  | **Work Placement Learning Record** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | |
|  |  | | |  | |  | | | |  | | |
|  |  | | |  | |  | | | |  | | |
|  |  | | |  | |  | | | |  | | |
|  |  | | |  | |  | | | |  | | |
|  |  | | |  | |  | | | |  | | |
| **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** | | |  |