



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	