# Worksheet 2 – During your work placement

## My placement progress

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.

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| Name of learner |  |
| Name of work placement organisation |  |
| SCQF level |  |

|  |  |
| --- | --- |
| **Checklist** | **Yes/No** |
| 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? |  |
|  **Alert: SCQF Levels 3 or 4 only**Did the learner seek advice when appropriate? |  |

Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Record feedback from your supervisor on your progress during the work placement in the space below. ** Alert: SCQF Levels 3 or 4 only**

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