

Student Work Placement Log Book



Name



STUDENT INFORMATION

STUDENT ADDRESS:

PHONE NUMBER:

EMERGENCY CONTACT PERSON:

EMERGENCY CONTACT NUMBER:

ADDITIONAL INFORMATION:

Include medical information here

PLACEMENT INFORMATION

START DATE:

FINISH DATE:

COMPANY NAME:

COMPANY ADDRESS:

COMPANY PHONE NUMBER:

CONTACT SUPERVISOR:

TELEPHONE NUMBER:

PLACEMENT COORDINATOR:

TELEPHONE NUMBER:

JOB COACH/SUPPORT:

TELEPHONE NUMBER:

WORK DAYS:

START TIME:

FINISH TIME:

DRESS CODE:

REMEMBER

KEEP CALM
AND
BE ON TIME

KEEP CALM
AND
RING WHEN
YOU ARE
UNWELL

KEEP CALM
AND
RING IF
YOU ARE LATE

KEEP CALM
AND
BE
PROFESSIONAL

KEEP CALM
AND
ASK FOR HELP

KEEP CALM
AND
TRY HARD

KEEP CALM
AND
BE POLITE

KEEP CALM
AND
SPEAK
CLEARLY

KEEP CALM
AND
USE YOUR
SKILLS

KEEP CALM
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STUDENT INDUCTION CHECKLIST



You will have an induction in your work placement, when you have covered each item insert the date. If you do not cover any items by the end of the week let your supervisor or job coach know.

ITEM	DATE
Introduced to supervisor and key staff with roles explained	
Job duties and main tasks explained and understood	
Location of toilets, rest room, canteen, other facilities (as relevant)	
Lunch and refreshment arrangements explained (provision, times)	
Shown around work place and environment	
Instruction on equipment to be used.	
Health and Safety procedures	
Emergency procedures and fire exits	
First Aid arrangements	
Accident Reporting procedures	

TIMESHEET

DATE	START	FINISH	HOURS COMPLETED	EMPLOYERS SIGNATURE









PLEASE MAKE SURE YOU GET THIS SIGNED WHEN YOU FINISH YOUR WORK EACH WEEK









TIMESHEET

DATE	START	FINISH	HOURS COMPLETED	EMPLOYERS SIGNATURE

PLEASE MAKE SURE YOU GET THIS SIGNED WHEN YOU FINISH YOUR WORK EACH WEEK

WORK PLACEMENT SELF-ASSESSMENT SHEET

Date				
Weeks Target				
Tick Good or Bad	 	 	 	 
Score 1-5				

Date				
Weeks Target				
Tick Good or Bad	 	 	 	 
Score 1-5				

Date:

Student comments

New things I tried or learnt today:

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What went well today?

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What do I need to improve?

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Mentor's comments:

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Mentor's comments:

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EMPLOYABILITY ASSESSMENT

Completed by:						
Area of Assessment - Self	5	4	3	2	1	Comment
Motivation/Participation						
Self-Presentation & Hygiene						
Using initiative/thinking for self						
Conscientiousness						
Working without supervision						
Area of Assessment - Work						
Punctuality						
Flexibility						
Coping with pressure						
Checking/correcting mistakes						
Quantity/speed						
Quality/consistency						
Area of Assessment - Communication						
Relating to others						
Coping with criticism						
Ability to follow instructions						
Willingness to work alone/part of a team						

Please complete this assessment using the scale: 5 = more than satisfactory, 4 = satisfactory for work, 3 = a little work needed, 2 = major work needed, 1 = unacceptable.

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