**SESSION 5 & 6: Planning for and reflecting on a work placement**

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| **Task no**  | **Assessment criteria**  | **Guidance**  |
| 1a  | 1.1 Outline details of an organisation offering a work placement, to include name of organisation sector of operation type of organisation the purpose of organisation main activities carried out in      organisation  customers/clients of the organisation and their expectations       |     Candidates must outline details of their work placement, as listed in 1.1. Sector, name and type of organisation, customers/clients (and their expectations) and main purpose of organisation required. Candidates must outline **four** main activities carried out in the organisation, these must relate the organisation.  |
| 1b  | 1.2 Outline personal goals set for a work placement, to include  their importance  how they will be achieved   | Candidates must outline **two** personal goals they hope to achieve during the work placement from 1.1 (eg gaining skills/experience, developing personal attributes, gaining understanding of job roles). For **each** goal, candidates must outline why the goal is important to them and how they aim to achieve it.     |

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| **Task no**  | **Assessment criteria**  | **Guidance**  |
| 1c  | 1.3 Explain why information from valid and reliable sources is important when planning for a work placement, to include  organisation’s postal address (in full)  location, if different from main address  name and details of person supervising  start and end dates daily start and finish times  tasks/duties dress code/clothing requirements   |     Candidates must provide information relating to their work placement, as listed in 1.3. **Ten** pieces of information are required in total. For **each** piece of information, they must indicate why the information is important.  Candidates must state why it is important to get their information from valid and reliable sources.  Acceptable responses could include references to ensuring information is correct, or comment about currency of information.  |
| 1d  | 1.4 Organise personal arrangements for attending a work placement, to include  confirming acceptance of the work placement  distance from home mode of travel travel time  leaving and arrival times   |    Candidates must provide details of their travel plans for their work placement, to include the items listed in 1.4. Distance should be expressed in miles/km (not time).  Travel arrangements should give sufficient detail, e.g., bus number, train times, time to walk to/from a specific station.   |
| 2a  | 2.1 Explain the importance of behaviour expected on a work placement, to include  own behaviours  behaviours expected by person supervising   | Candidates must outline **two** examples of personal behaviour expected in the workplace. For **each** behaviour, they must explain why their chosen behaviour is expected of them by their workplace supervisor *eg* *I must arrive on time, or let them know if I am going to be late. This is important to my supervisor because they need to know whether they need to arrange cover for the work I was expected to do.*  |

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| 2b  | 2.2 Explain the importance of skills expected of an individual whilst on a work placement, to include sector specific transferable    | Candidates must identify **two** sector-specific skills and **two** transferable skills they will need in their work placement. For **each** skill, they must explain why it is important for the work placement.  |
| 2.3 Identify own current level of competence in relation to a work placement, to include sector-specific skills transferable skills  | Candidates must assess their current level of competence in each of the skills outlined in 2.2. This could be shown by using a written description (Very good/Good/Poor) or a numerical grading (1-5).  |
| 2c  | 2.4 Explain the importance of personal attributes expected of an individual whilst on a work placement  | Candidates must identify **two** personal attributes they will need in their work placement. They must explain why it is important for the work placement.  |
| 2d  | 2.5 Explain why personal hygiene and appearance is important for a work placement  | Candidates must explain why personal hygiene is important in the work place and give **two** examples.  Candidates must explain why personal appearance is important in the work place and give **two** examples.  Examples must relate to the work place and be appropriate.   |

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| **Task no**  | **Assessment criteria**  | **Guidance**  |
| 3a/3b  | 3.1 Explain the purpose of work placement tasks  |  Candidates must explain the purpose of **two** workplace tasks they carried out (eg by explaining how it fits in with other activities within this work area, department or organisation).  Candidates must state how they clarified what was expected of them in the completion of the tasks.  For **each** task, candidates must describe **four** steps taken to complete it. They must also list **two** safety practices/procedures that were followed. Candidates must also identify **two** sector-specific skills and **two** transferable skills used in **each** task. They must also describe how the standard of work was checked.  |
| 3.2 Perform tasks independently, to include clarifying expectations following required steps following safe practices/procedures using sector-specific skills using transferable skills checking the standard of work       |
| 3c  | 3.3 Gain confirmation from person supervising of completion of work placement tasks carried out independently  | A witness statement (from the person supervising the task) must be completed for **each** task. Each statement must be signed and dated by the witness.  Witness statements must confirm that all aspects of the tasks for AC 3.2 have been successfully completed in order to pass.   |
| 4a  | 4.1 Explain how planning benefited arrangements when preparing for a work placement  | Candidates must give an explanation, ie, how planning had impacted upon arrangements positively, including a supporting example. *Eg, By sorting out my travel arrangements, I was able to practice the route and arrived on time for my placement. For example, I found out how long it took to walk to the bus stop from my house.*  Answers must include: description of planning + benefit + example.   |
| 4.2 Explain improvements needed for a work placement, to include planning carrying out tasks    | Candidates must explain **one** way they could improve their planning and **one** way they could improve carrying out of tasks for future work or work placements.  Candidates must complete this task even if they feel they could not improve further.   |
| **Task no**  | **Assessment criteria**  | **Guidance**  |
| 4b  | 4.3 Assess whether personal goals for a work placement have been achieved  | Candidates must refer to the **two** personal goals identified in 1.2 (Task 1b) and indicate whether **each** goal was achieved. Candidates should give **two** examples to explain why each goal was, or was not, achieved. Sentences are required.   |
| 5a  | 5.1 Assess development of own skills at the end of work placement, to include sector-specific transferable    | Candidates must identify **one** sector-specific and **one** transferable skill developed during the work placement (these may be the same as those identified in 2.3).  For **each** skill, candidates must identify the skill developed and how the skill was developed during the work placement, giving at least one example for each.  |
| 5b  | 5.2 Explain how personal attributes contributed to performance on a work placement  | Candidates must explain how **two** personal attributes contributed to their performance on the work placement. **One** explanation should be given for **each** attribute. Sentences are required.  Explanation must include: description of attribute + contribution to performance + example.   |
| 5c  | 5.3 Explain how development of skills influences an individual’s future career choice  | Candidates must reflect on the skills developed during their work placement and explain how the development of these skills might influence their future career choice. *Eg, During my placement I developed the skill of dealing with customers at a reception desk, but this made me realise that I would not want to do this all day and so I would not choose this as a career.*  Candidates must name **one** other job they would consider as a direct result of their work placement experiences.   |