Level 3 Diploma in/for [subject / job role] (0000-[00])

**September 2017 Version 1.1 (November 2017)**

Work Experience portfolio

Contents

**Details of work placement** 3

**Preparing for work experience** 4

**Undertake work experience** 6

**Review work experience** 7

**Employer feedback** 8

## **Details of work placement**

(Photocopy this sheet as necessary)

Job title:

Company name:

Supervisor’s name: Title:

Contact numbers: (work) (mobile)

Address of placement:

Work experience co-ordinator:

Contact number:

Curriculum contact name:

Contact number:

## **Preparing for work experience**

|  |  |  |
| --- | --- | --- |
|  | Existing strengths | Targets for further improvement |
| Initiative and self- direction |  |  |
| Attitudes and relationships at work |  |  |
| Technical knowledge |  |  |

**Preparing for work experience**

|  |  |  |
| --- | --- | --- |
| Skills |  |  |
| Employability |  |  |
| Contribution to teams |  |  |

## **Undertake work experience**

**Work experience weekly diary sheet** (photocopy this sheet as necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  | Dates |  |  |
| **Start time** |  |  | **Finish time** |  |  |

Non-routine tasks completed

|  |
| --- |
|  |

Personal development (Eg new tasks, skills, knowledge, experiences etc)

|  |
| --- |
|  |

Actions to develop your workplace effectiveness. (How can you improve? Further experiences you would like to gain?)

|  |
| --- |
|  |

## **Review work experience**

|  |
| --- |
| Learner’s name |
| Work placement |

|  |  |
| --- | --- |
|  | Comments |
| **Work speed** |  |
| **Work quality** |  |
| **Punctuality** |  |
| **Attendance** |  |
| **Reliability** |  |
| **Dress and personal presentation** |  |
| **Working relationships with peers** |  |
| **Working relationships with supervisor** |  |

## **Employer feedback**

|  |
| --- |
|  |

Useful contacts

|  |  |
| --- | --- |
| UK learners  General qualification information | E: learnersupport@cityandguilds.com |
| International learners  General qualification information | E: intcg@cityandguilds.com |
| Centres  Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results | E: centresupport@cityandguilds.com |
| Single subject qualifications  Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change | E: singlesubjects@cityandguilds.com |
| International awards  Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports | E: intops@cityandguilds.com |
| Walled Garden  Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems | E: walledgarden@cityandguilds.com |
| Employer  Employer solutions including, Employer Recognition: Endorsement, Accreditation and Quality Mark, Consultancy, Mapping and Specialist Training Delivery | E: business@cityandguilds.com |
|  |  |

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