

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

September 2017 Version 1.1 (November 2017)



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:

Contact numbers: (work)

Title:

(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

A large, empty rectangular box with a thin black border, intended for providing employer feedback. It occupies the central portion of the page.

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

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

If you have a complaint, or any suggestions for improvement about any of the services that we provide, email: feedbackandcomplaints@cityandguilds.com

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people and organisations to develop their skills for personal and economic growth. Made up of City & Guilds, City & Guilds Kineo, The Oxford Group and ILM, we work with education providers, businesses and governments in over 100 countries.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds, a registered charity established to promote education and training

City & Guilds
1 Giltspur Street
London EC1A 9DD
www.cityandguilds.com