Level 2 Diploma in/for [subject / job role] (0000-[00])

**September 2017 Version 1.0**

Work Experience portfolio

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## Date 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:

## Self-development during work experience

**Self-development plan** (photocopy this sheet as necessary)

Learner’s name:

|  |  |  |
| --- | --- | --- |
| Development goal | Period | Comment on how well you have progressed towards each goal |
|  | Mid- placement |  |
| End placement |  |
|  | Mid- placement |  |
| End placement |  |

**Self-development during work experience**

**Self-development plan continued** (photocopy this sheet as necessary)

|  |  |  |
| --- | --- | --- |
|  | Mid- placement |  |
| End placement |  |
|  | Mid- placement |  |
| End placement |  |
|  | Mid-placement |  |
| End placement |  |

**Self-development during work experience**

**Self-development plan** (photocopy this sheet as necessary)

|  |  |  |
| --- | --- | --- |
|  | Mid- placement |  |
| End placement |  |

Development goals agreed: ……………………….. Learner …………………….. Tutor ……………………. Date ………………

Development goals reviewed: ……………………….. Learner …………………….. Tutor ……………………. Date …………........

End of placement review: ….………………………… Learner …………………… Tutor ……………………. Date ……………….

## Evidence of work experience

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  | Date |  |  |
| **Start time** |  |  | **Finish time** |  |  |

Tasks completed

|  |
| --- |
|  |

What have you learnt today? (Eg tasks, skills, knowledge, working as a team member 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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