

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

September 2017 Version 1.0



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## Date 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:

# 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-<br>placement |  |
|  | End<br>placement  |  |
|  | Mid-<br>placement |  |
|  | End<br>placement  |  |
|  | Mid-<br>placement |  |
|  | End<br>placement  |  |

# Self-development during work experience

Self-development plan (photocopy this sheet as necessary)

|  |                   |  |
|--|-------------------|--|
|  | Mid-<br>placement |  |
|  | End<br>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

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](mailto:learnersupport@cityandguilds.com)

### International learners

General qualification information

E: [intcg@cityandguilds.com](mailto:intcg@cityandguilds.com)

### Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

E: [centresupport@cityandguilds.com](mailto: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](mailto:singlesubjects@cityandguilds.com)

### International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

E: [intops@cityandguilds.com](mailto: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](mailto:walledgarden@cityandguilds.com)

### Employer

Employer solutions including, Employer Recognition: Endorsement, Accreditation and Quality Mark, Consultancy, Mapping and Specialist Training Delivery

E: [business@cityandguilds.com](mailto:business@cityandguilds.com)

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## 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.

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