

Year 10 Work Experience 4th to 8th July 2016

Employers Reference



Student:
Organisation:



Please tick your responses below, and add any comments and your name at the end.

- This sheet provides the student with a valuable record of their week.
- A copy is retained at school for use in lessons and career planning.
- The reference can be used as evidence for 6th form, college, training, employment etc.

On completion please return to:

Kim Phillips at Severn Vale School, School Lane, Quedgeley, Gloucester GL2 4PR
Fax : 01452 724900 Email: kim.phillips@severnvaeschool.com Thank you.

Attitude

1. Timekeeping? Poor OK Good Excellent
2. Enthusiasm? Poor OK Good Excellent
3. Courtesy? Poor OK Good Excellent
4. Appropriate Dress? Poor OK Good Excellent

Key Skills

1. Application of Number—money handling, stock taking, using data etc.
Not used at this placement Needs practice Good Excellent
2. Communication—listening, verbal skills, written work, graphs, posters etc.
Not used at this placement Needs practice Good Excellent
3. Information Technology—computers and computer aided machines etc.
Not used at this placement Needs practice Good Excellent
4. Improving Own Learning and Performance—taking on new skills, asking advice etc.
Not used at this placement Needs practice Good Excellent
5. Problem Solving—using own initiative
Not used at this placement Needs practice Good Excellent
6. Working With Others—following instruction, getting along with work colleagues etc.
Not used at this placement Needs practice Good Excellent

This space is for your comments.

Please detail tasks completed well by the student, any praise or advice for the future.

Sheet completed by: _____

Date: _____