



Work Placement

October 28 – Nov 1 2019

All students who have been booked in to and received the paperwork for their placement next week must:

Phone your employer to make them aware you will be attending.

Ensure your parental consent form has been returned to your Tutor .
You can not go on placement without the parental consent form being returned to school.

Ensure you know how to get to your placement.

Ensure you have the correct dress code for the placement. If you need overalls or steel toe cap boots then come to the Head of House office and we will arrange this for you.

Ensure you have completed the “Before your placement” section on the Equip SQA units on WorkIT. Your “Learning Log” booklet can also be found here.



When you are on placement:

When arriving you must explain who you are and ask to speak to the contact person you have on your job sheet. They are the person you should speak to when you phone.

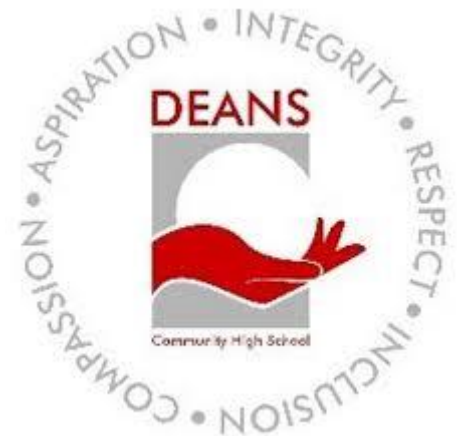
Make a very good first impression... you are representing yourself firstly but also the school... leave them with an excellent impression of you... they will be writing a report on how you have been for the week.

These people are not teachers so will just send you back to school if you do not meet the standards they expect of an employee. Be polite and respectful.

If you are unable to attend then you **MUST** phone the employer and **THEN** phone the school to make us aware,

If you have any problems then please contact Mr Gray who will arrange to phone or meet with you to resolve the problem. Do not just walk out!

Complete a “Learning Log” whilst on your placement.



Booked placements:

Cairnpapple :

Awais	Ghaffar	4C1
Charlie	Keay	4C1
Rory	Laing	4C1
Victoria	Lei	4C1
Keir	Machnik	4C1
Amar	Oyegun	4C1
Mackenzie	Ross	4C1
Lucie	Stevenson	4C1
Freya	Yorkston	4C1
Eilidh	Cowan	4C2
Azzam	Fasel	4C2
Dylan	Hambling-Blair	4C2
Leta	Hutchison	4C2
Ethan	McGovern	4C2
Rachel	Delaney	4C3
Abby	McHugh	4C3
Emily	Roberts	4C3

Dechmont :

Jamie	Black	4D1
Zoe	Dunn	4D1
Liam	Massie	4D1
Eve	Robertson	4D1
Jasmine	Bucknall	4D2
Emma	Kirby	4D2
Eilidh	MacPherson	4D2
Stephen	McLeod	4D2
Charlie	Paterson	4D2
Ruth	Williams	4D2

Houstoun:

Neve	Mitchell	4H1
Ellie	Pender	4H1
Zsofi	Tamasi	4H1
Pyper	Valentine	4H1
Erinleigh	Beattie	4H2
Amie	Hollowell	4H2
Younus	Maqil	4H2
Andrew	Rennie	4H2
Lewis	Rennie	4H2
Lewis	Thomson	4H2
Lucy	Devine	4H3
Katie	Graham	4H3
Jack	Ovenstone	4H3
Neve	Young	4H3
James	Lugenga	4H3



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Introduction

Read this before you start the Unit

[Work Placement Unit Help Document Level 3 and 4](#)

In this Unit you will be planning, carrying out and reviewing a work placement. The Unit is divided into three sections:

1. Before your placement
2. During your placement
3. After your placement

You will record your assessment evidence on online forms found in each section of the Unit. When you submit your evidence to your teacher they will be able to see and assess it.

If you successfully complete each section of the Unit, and your work placement, you will pass the Unit and gain the SQA Work Placement qualification.

Your teacher will help you to understand what you need to do to achieve the Unit.

Note: At the beginning of each section you will find more information about:

- the learning outcome, or outcomes, you need to achieve
- the type of work you need to do to achieve them.



To be completed on placement:

Learning Log Templates

You can complete an online learning log while you are on placement using WorkIT.

However, if you need to complete or view a blank paper version of a learning log during your placement, five templates are included overleaf. If you need more, photocopy some new worksheets.

My learning log	Date:
What tasks did you do today?	
What did you enjoy doing most, or least?	
What have you learned?	
What progress have you made towards your learning goal, or goals?	
What skills and qualities have you used?	
What would you do differently next time?	
What do you plan to achieve tomorrow or next time?	

