**WORKPLACEMENT – ASSESSMENT GRID**

**Duration: 4 weeks ☐ 8 weeks ☐ other:** Klicken Sie hier, um Text einzugeben.

 NUMBER OF ACTIVITY ASSESSED

 (With reference to the learning outcomes attached to this grid)

 A1☐ A2☐ A3☐ A4☐ A5☐ A6☐ A7☐ A8☐ A9☐

STUDENT’S NAME Klicken Sie hier, um Text einzugeben.

SENDING SCHOOL: Klicken Sie hier, um Text einzugeben.

PLACEMENT COMPANY: Klicken Sie hier, um Text einzugeben.

COUNTRY: Klicken Sie hier, um Text einzugeben.

TUTOR’S NAME: Klicken Sie hier, um Text einzugeben.

PERIOD OF EVALUATION: from: click for date to: click for date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3: outstanding 2: satisfactory 1: needs improvement 0: unsatisfactory | **3** | **2** | **1** | **0** |
| 1. | Attitude & Enthusiasm | general cheerfulness and courtesy | ☐ | ☐ | ☐ | ☐ |
| 2. | Communication skills | oral, listening and written | ☐ | ☐ | ☐ | ☐ |
| 3. | Initiative | ability to see things that need to be done | ☐ | ☐ | ☐ | ☐ |
| 4. | Quality of work | completeness of work | ☐ | ☐ | ☐ | ☐ |
| 5. | Quantity of work | meeting employer’s standards & expectations | ☐ | ☐ | ☐ | ☐ |
| 6. | Workplace relationships | general cheerfulness and courtesy | ☐ | ☐ | ☐ | ☐ |
| 7. | Dependability | meets obligations, trustworthy | ☐ | ☐ | ☐ | ☐ |
| 8. | Grooming/Attire | appropriate to the workplace | ☐ | ☐ | ☐ | ☐ |
| 9. | Attendance/Punctuality | days absent (no. of days) days late(no. of days) | ☐ | ☐ | ☐ | ☐ |
| 10. | Overall performance |  | ☐ | ☐ | ☐ | ☐ |

Additional comments relating to the training plan:

Klicken Sie hier, um Text einzugeben.

Klicken Sie hier, um Text einzugeben.

Klicken Sie hier, um Text einzugeben.

This report has been discussed with the student YES ☐ NO ☐

Tutor’s Signature: Student‘s Signature:

Date: Stamp of the company: