

Ask your supervisor to complete the checklist below before the end of your placement. If your supervisor is unable to complete it you should give it to your teacher to complete.

Name of learner	
Name of work placement organisation	

Checklist	Yes/No
Did the learner complete the tasks allocated to them?	
Did the learner adhere to health and safety requirements?	
Did the learner work cooperatively with others?	
Did the learner seek advice when appropriate?	

Supervisor signature:

Date:.....

Teacher signature:

Date:

Supervisor's feedback/comments:

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Once the checklist and feedback are completed **make sure the document is signed by your supervisor or teacher.**