



Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 18: Plan for and reflect on a work placement



Version 2

Evidence Booklet

Unit 18: Plan for and reflect on a work placement

Candidate's name (Block capitals) _____

Instructions to candidates

Read the instructions carefully and complete all tasks in this booklet.

Make sure that your writing is clear and legible.

When your evidence booklet is complete, sign and date the following declaration.

I confirm that

- the work in this booklet is my own work
- I have not copied from anyone or any other sources
- I have not allowed anyone to copy my work.

Candidate's signature..... Completion date.....

Centre assessor's name (Block capitals) _____

I confirm that I have read the Introduction for Tutors overleaf.

I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

I confirm that

- all tasks have been completed
- I have marked the work following the evidence requirements
- the work meets the assessment criteria.

Centre assessor's signature.....Completion date.....

(If applicable)

Internal quality assurer's (IQA) name (Block capitals) _____

I confirm that I have checked this booklet and agree with the assessment decision.

IQA's signature..... Date of quality assurance.....

(If applicable)

Scribe's name(Block capitals) _____

I confirm that I have transcribed the candidate responses using their own words.

Scribe's signature..... **Date**.....

Introduction for tutors

The purpose of this evidence booklet is to provide a simple and manageable solution for gathering evidence for Unit 18 of these qualifications.

ASSESSMENT AND QUALITY ASSURANCE

Tutors may change any task or part of a task to make the context more appropriate for their learners. However, alternative tasks must meet the assessment criteria.

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comment on each answer. Centre assessors must use the OCR evidence requirements for the unit when assessing the work. Tutors should check that there are no gaps in the evidence. Incomplete evidence must not be submitted. The relevant Assessment Criterion (AC) is listed against the title of each Task.

Witness statements **must** be fully completed by the witness (ie tutor, assessor, supervising person). Candidates **must not** complete any part of the witness statements.

Scribed work **must** be annotated with the scribe's initials. If candidates require a scribe, further guidance can be found in the JCQ document: *Access Arrangements, Reasonable Adjustments and Special Consideration 2014-2015*. The application form for reasonable adjustments is available to download from the JCQ website: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-vq-ia>

Centres should have an internal standardisation process in place to ensure consistency of assessment across assessors. For further guidance refer to the Centre Handbook which is available to download from the OCR website: www.ocr.org.uk

SUBMITTING EVIDENCE

Answers should be individual to the candidate and his/her own work. Staple together the tasks in numerical order. Do not submit evidence booklets in folders or plastic pockets. Do not submit group coursework, handouts or downloads.

All evidence submitted must be legible. If evidence is scanned for electronic submission, please ensure that the scanned copy is clearly legible and that pages are in the correct sequence and orientation. Declarations on the front sheet **must** be signed and dated; a 'typed' signature is not acceptable.

A Candidate Submission Sheet must be completed in line with OCR Administration Guide. The sheets are available to download from the qualification pages on the OCR website: www.ocr.org.uk

Please note that OCR is unable to return candidate work to centres, so centres may wish to take a copy before submitting evidence.

FEEDBACK TO CENTRES

Examiner-moderators will complete an electronic Centre Feedback Report Form (e-NQF6) for each batch submitted. Reports are accessed through OCR Interchange.

KEEPING UP-TO-DATE

Occasionally OCR may up-date these booklets and assessment guidance. Please refer to the relevant qualification page on our website: www.ocr.org.uk for the most up-to-date version.

Task 1a (AC 1.1)

In the table below outline **two** personal goals you aim to achieve during your work placement. For **each** goal outline why it is important to you and give **one** example of how you aim to achieve **each** goal. You will reflect on these after your work placement (see Task 4b).

My work placement goals	Importance of this goal to me	How I aim to achieve this
1		
2		

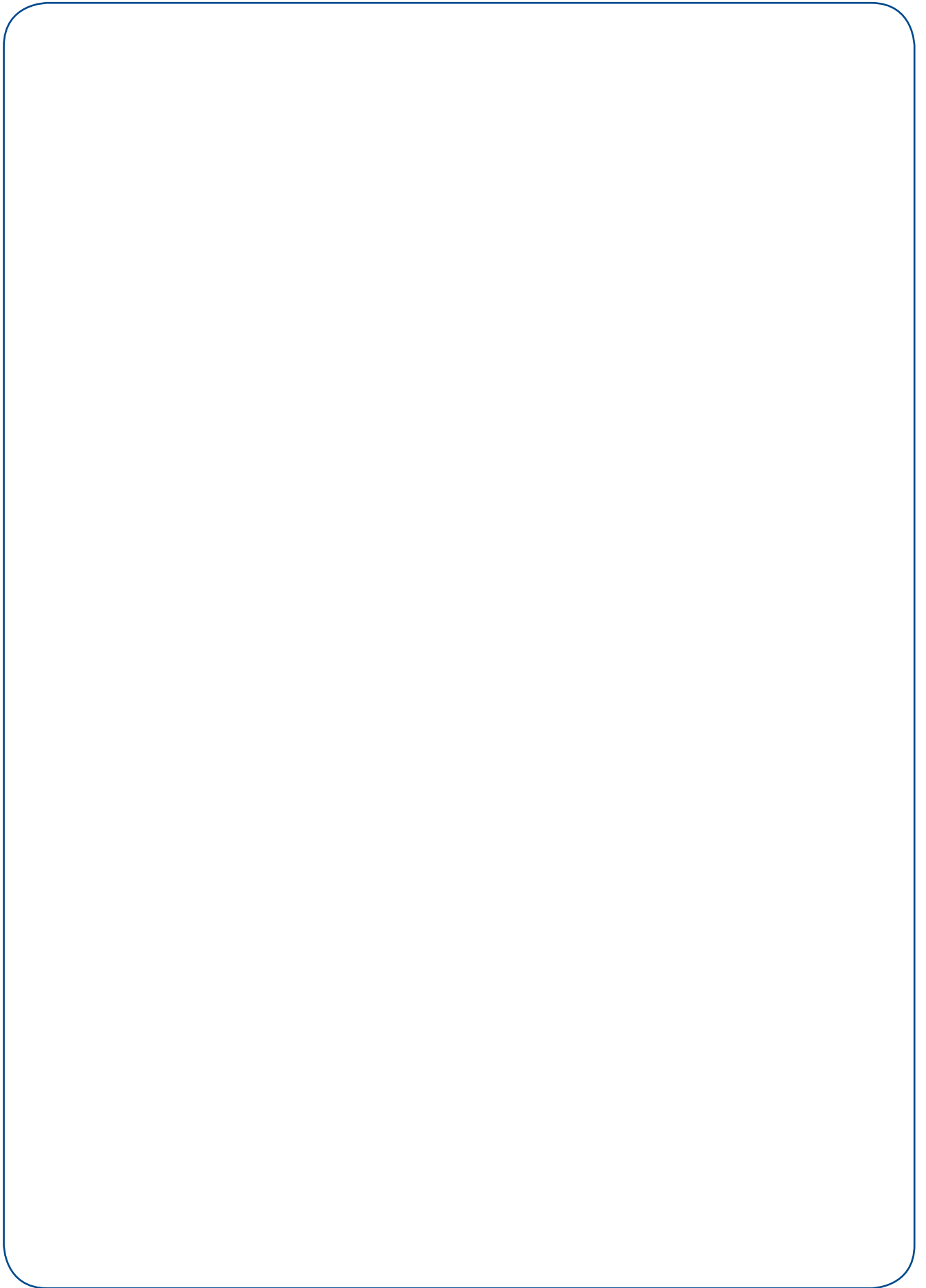
Task 1b (AC 1.2 and AC 1.3)

NOTE: Responses in this booklet should be focused on one work placement throughout. The placement should be at least one full working day in duration.

Use the following pages to plan your work placement. Screenshots showing bus/train times, images from the organisation's website etc can be included as evidence.

You **must** include: details of the organisation, details about the placement, personal arrangements and how you confirmed your acceptance of the work placement.

Record your plan below.



Task 2 (AC 2.1, 2.2)

Outline **two** examples of personal behaviour expected of you on a work placement. For **each**, explain the consequence of not exhibiting that behaviour.

The behaviour expected of me	Consequence of not exhibiting that behaviour
1	
2	

Task 3a (AC 3.1, 3.2)

You must complete Task 3a during your work placement. The person supervising the task must complete a witness statement for this task.

Complete the table below for a task you completed **independently** during your work placement.

Work placement task 1		
The purpose of this task		
How did you clarify what was expected of you?		
Steps taken to complete task 1	Skill or personal attribute used to complete task 1	Skill or personal attribute used to complete task 1
How did you check the standard of your work?		
Use this box to provide alternative evidence (optional):		

Witness statement for Task 3a

Learner's name:

Task 1

I confirm that the learner completed the task to the required standard and worked independently

Feedback on this task

Signature of the witness:

Print name:

Role of the witness:

Date of statement:

Task 3b (AC 3.1, 3.2)

You must complete Task 3b during your work placement. The person supervising the task must complete a witness statement for this task.

Complete the table below for a task you completed independently during your work placement.

Work placement task 2		
The purpose of this task		
How did you clarify what was expected of you?		
Steps taken to complete task 2	Skill or personal attribute used to complete task 2	Skill or personal attribute used to complete task 2
How did you check the standard of your work?		
Use this box to provide alternative evidence (optional):		

Witness statement for Task 3b

Learner's name:

Task 2

I confirm that the learner completed the task to the required standard and worked independently

Feedback on this task

Signature of the witness:

Print name:

Role of the witness:

Date of statement:

Task 4a (AC 4.1)

Complete the tables below with the personal goals from Task 1a. Indicate whether or not **each** goal was achieved. Explain why **each** goal was, or was not achieved.

Work placement goal 1:	
Was this goal achieved? Yes / No (circle or delete)	Explain why you have made this assessment. Give two examples.

Work placement goal 2:	
Was this goal achieved? Yes / No (circle or delete)	Explain why you have made this assessment. Give two examples.

Task 4b (AC 4.2)

During your work placement you will have learned or developed certain skills and personal attributes. Complete the table below with **two** skills or personal attributes you have learned or developed.

Skill or personal attributes learned or developed during my work placement	How I learnt or developed these skills or personal attributes during my work placement. Give examples.
1	
2	

Task 4c (AC 4.3)

During your work placement the skills or personal attributes you learned or developed will have contributed to your performance. Assess how your skills or personal attributes contributed to your performance on the work placement.

Skills or Personal attributes	How did these contribute to your performance? Give one example for each.
1	
2	

Task 4d (AC 4.4)

You may need to make changes to improve your performance for future employment. Reflect on **two** changes you may need to make.

Complete the table below.

Change 1

What change may I need to make to improve my performance for future employment? How will making this change help me in future employment?

Change 2

What other change may I need to make to improve my performance for future employment? How will making this change help me in future employment?

The Qualification Numbers (QN) for these qualifications are:

OCR Award in Employability Skills Entry Level 3 – 601/5339/8

OCR Award in Employability Skills Level 1 – 601/5341/6

OCR Award in Employability Skills Level 2 – 601/5343/X

OCR Certificate in Employability Skills Entry Level 3 – 601/5340/4

OCR Certificate in Employability Skills Level 1 – 601/5342/8

OCR Certificate in Employability Skills Level 2 – 601/5344/1

The Unit Reference Number for this unit is:

Unit 18: Plan for and reflect on a work placement R/506/8984

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