



ENABLE Scotland
Leading the way in learning disability

Certificate of Work Readiness

Unit Code: H188 04 Practical Workplace Skills

Evidence Reference Number: H18804-B

Placement Contract

Name

Date of proposed placement

Assessor Signature

Allocated work place supervisor signature

Tutor/learning provider signature

| Requirement of the candidate | Agreed criteria between employer/learning provider | Other comment |
|--|---|----------------------|
| <p>Generally, what roles, tasks and responsibilities will be expected of the candidate?</p> | | |
| <p>Are there particular tasks/ protocols/ requirements expected in relation to communication (written/oral); numeracy and ICT use (should be routine straightforward requirements only)?</p> | | |
| <p>What will be the agreed working hours?</p> | | |
| <p>Is there a particular dress code (including PPE requirement) expected of the candidate?</p> | | |

| Requirement of the candidate | Agreed criteria between employer/learning provider | Other comment |
|--|---|----------------------|
| <p>Are there any health & safety areas that should be highlighted with the candidate before they begin in this workplace?</p> | | |
| <p>Are there particular behaviours and attitudes that the employer expects from the candidate in the work place in relation to e.g. working with others, with supervisors etc?</p> | | |
| <p>What would the employer expect of the candidate when they are unsure about tasks allocated to them? Are there specific rules in the work place that the candidate should be aware of before starting?</p> | | |
| <p>What protocols should the candidate follow in the event of lateness or absence from the work place?</p> | | |

Employer Feedback

Please state the strengths and weaknesses of the young person in relation to their skills, attitudes and behaviours in the workplace

Please give recommendations for the next steps for this young person's development in relation to developing their work readiness
