

Certificate of Work Readiness

Unit Code: H188 04 Practical Workplace Skills

Guidance for Placement Co-ordinator (PC)

Pre Placement

1. Complete Pre Placement Agreement and "Contract for Activity"
2. Complete start of Work Log with candidates

Weekly

1. Contact with Employer to monitor progress
 - a. Complete Record of Hours worked form
2. Contact with candidate to monitor progress
3. Prompt candidate to complete
 - a. Work placement log
 - b. Vocational Project Self Monitoring Form

Mid Point (4weeks) & End Point Review

1. Reflection and evidence of practical learning form
2. Employer Scorecard
3. Employer Feedback Form
4. Young Person Self Evaluation