

Work Experience Supervisor's Report

Learner's Name:

Centre/School Name:

Tel No:

Organisation/Company Name:

Supervisor's Name:

No of hours worked:

Guidelines: This report forms an important part of the overall assessment of Level 4 Work Experience 4N1168 for QQI certification and will count towards the final grade the learner achieves in their award. It should be completed by a supervisor/manager who has observed the Learner in the workplace. The Work Experience Supervisor should indicate the Learner's performance by placing a tick for each of the criteria under one of the headings.

Criteria (Marks)	Excellent (4)	Very good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)
Punctuality: Arrives at work on time. Promptly returns from lunch and breaks. Completes the required number of hours per day. Meets deadlines for tasks.					
Personal presentation: Appropriately dressed for work. Meets relevant hygiene standards					
Adherence to health, safety and other relevant regulations: Complies with relevant regulations. Dresses appropriately, e.g. hard hat, non-slip soles, etc. Demonstrates safe and hygienic practices and routines, e.g. handwashing. Safe operation of machinery and equipment.					
Effective communication skills: Interacts appropriately and in a professional manner with supervisor, co-workers and clients. Demonstrates effective listening skills.					
Working under general direction. Follows instructions carefully, seeks clarity when needed from the appropriate person. Adheres to instructions while completing task. Fully completes tasks assigned. Seeks additional work once assigned tasks are completed.					

Comments from Work Experience Supervisor may be written overleaf

Signature of Work Experience Supervisor:

Date:

Signature of External Assessor: (LMETB)

Date:

To be returned by email to the following email address: