

OUTSTANDING TEACHING, LEARNING AND ASSESSMENT TECHNICAL SKILLS NATIONAL PROGRAMME

4c. Learner Information Form

Created by: John Ruskin College, Havering Sixth Form College

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Managed by



In partnership with

emfec

Learner Introduction



Name:

D.O.B:

Email:

Mobile Number:

Photo

Thank you for providing me with a work placement. Here is some information about me:

I chose the BTEC Extended Diploma in Health & Social Care as a course for me because in the future I would like to be a social worker. I want to extend and develop my skills in working with a wide range of people in order to know the basis of how to help people with different needs and with different personal circumstances.

I aim to become a social worker in the future. To do this I intend to go to university to develop my understanding, skills and knowledge to a higher standard. I am unsure as to which universities and courses to apply for, but I know that I will need to select a course that will provide me with the foundations and specialisms in order to be a social worker.

I am particularly interested in work experience in a special needs school as this will help me understand and develop the different strategies to manage different stages of the autism spectrum. I would like to know how to deal with different behavioural problems in the best way for the individual. By doing this, I hope to gain an insight into how people with autism require different communication strategies. Similarly, I would like to learn the best way to communicate with deaf people as I have an interest in how to speak to them using limited verbal communication.

I am carrying out a work placement with you as part of the requirements for Unit 6: Work Experience in Health & Social Care. I have already written a work experience plan to support my learning and development which includes the identification of three specific personal and professional development goals. These are

1. To identify whether becoming a social worker and specialising in supporting people with special educational needs and disabilities (SEND) is a career path I would like to go down in the future so working at this placement gives me a broad insight into what is expected.
2. To manage behaviours within the setting. To reach this goal my communication must be clear and I need to be able to adapt my skills to work with other people with different needs.
3. To understand the needs of different individuals with different conditions and to develop my skills, knowledge and understanding so that I can support them so that they have equal opportunities to reach their potential.

This pack also contains some forms that I need as evidence for my work experience log book.

1. **Form HSC AG1: This is to record hours each week in placement & will need you to sign each week.**
2. **Form HSC AG2: This is a work experience induction form that will also need your signature when I have completed the required tasks.**
3. **Form HSC AG4 part 2: This is for me to use to self-assess my work skills although I am not expected to develop every skill on the list at work placement. I will need you to review my skills and sign and date when I have met a skill.**
4. **Form HSC AG7: This is the work experience supervisor report form which I will need you to fill out when I have completed my placement. It can also be used part way through my placement to record an interim report.**
5. **Witness statement: This can be used by anyone who witnesses my skills being demonstrated and is able to make a professional judgement about my performance.**

I have participated in lessons to prepare me for work placement and I am expected to behave in a professional manner during my time volunteering with you. The college work experience officer, Janice Spriggs, will be visiting me to monitor my progress.

Contact details:

Direct line number: 01708 514441 Email: janicespriggs@havering-sfc.ac.uk

**Havering Sixth Form College
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Havering Sixth Form College Mission Statement

Staff and Students will participate fully in the process of education and through great Teaching and Learning, working with strong partners, Havering Sixth Form College will ensure outstanding progression for students to high quality destinations.

Form HSC AG 1 – Record of hours in placement weekly timesheet

Learner name _____

Centre name _____

Centre reference number _____

Name of placement organisation _____

Address of placement organisation _____

Dates attended from _____ to _____

Work Placement Supervisor name _____

Work Placement Supervisor job title _____

Date	Time	Work Placement Supervisor signature	
Total time			
Learner signature		Date	
Teacher signature		Date	
Work Placement Supervisor signature		Date	

Form HSC AG 2 – Work Experience Placement Induction Form

Name of setting			
Name of Work Placement Supervisor			
Expected hours of attendance (number of days or hours per week)			
I have had an induction interview with my Work Placement Supervisor and know what my responsibilities are	Yes/No* Date		
My responsibilities			
<p>I confirm that I have read and understood the following policies and procedures</p>			
Health and safety procedures	Yes/No*		
Safeguarding procedures	Yes/No*		
Security procedures	Yes/No*		
Emergency procedures	Yes/No*		
Learner signature		Date	
Work Placement Supervisor signature		Date	

Form HSC AG 4 Part 2 – Work Placement Supervisor and teacher sign off

Checklist

Number	Skill or behaviour	Demonstrated
1	Monitor risks and hazards in the environment through observation	
2	Follow procedures to use any equipment correctly	
3	Follow procedures to lift and/or move	
4	Tidy away equipment, activities or resources	
5	Follow risk assessment procedures	
6	Complete risk assessment using documentation of the setting	
7	Follow hygiene procedures to prepare and/or serve food	
8	Follow procedures to carry out cleaning activities	
9	Return cleaning equipment and cleaning materials in good working order to the appropriate storage area	
10	Wear personal professional equipment, (PPE), including appropriate clothing	
11	Monitor the cleanliness of the environment by observation	
12	Follow hand-washing procedures	
13	Follow procedures to prevent the transmission of infection	
14	Develop professional relationships with individuals and key people that promotes positive communication	
15	Seek support to ensure you are able to communicate effectively with individuals	
16	Use body language, eye contact, tone of voice and methods of listening that actively promote positive communication	
17	Communicate with individuals at a pace, in a manner and at a level appropriate to the individual's understanding, preference and/or needs	
18	Ensure that the environment is suitable for communicating with individuals and colleagues	
19	Communicate appropriately with colleagues in informal day-to-day situations	
20	Communicate appropriately with colleagues in formal situations such as one-to-one or team meetings	
21	Actively listen and ask questions to confirm understanding	
22	Use strategies to overcome barriers to communication appropriate to individual preferences and needs	
23	Follow procedures to share information with appropriate individuals and/or colleagues	
24	Follow procedures to record information accurately and securely	
25	Carry out your agreed role and responsibilities in a team	
26	Offer supportive and constructive assistance to team members	

27	Use suggestions and information from others to improve your practice as a team member	
28	Understand the team's objectives and purpose	
29	Show respect for individuals and promote equality and diversity	
30	Respect individual's dignity and privacy	
31	Promote person-centred care through encouraging individuals' independence, choices and preferences	
32	Implement an inclusive environment that encourages participation	

Work Placement Supervisor signature		Date	
Work Placement Supervisor comments			
Teacher signature		Date	
Teacher comments			
Learner signature		Date	

Form HSC AG 7 – Work Placement Supervisor interim/final* observational report (*delete as appropriate)

Please tick the appropriate box below to indicate learner's current level of competency

Learner		Date			
Name of work placement setting					
Date of commencement of training		Number of hours in placement setting			
Effective relationships	Needs improving and developing	Satisfactory	Good	Excellent	
Mirrors good practice of other staff					
Implements placement policies					
Ability to follow health and safety codes of practices					
Uses initiative and asks for advice if unsure					
Alert, focused and vigilant					
Ability to communicate effectively with others					
Be able to demonstrate caring skills	Needs improving and developing	Satisfactory	Good	Excellent	
Acts promptly and efficiently to the needs of others					
Works as a team					
Demonstrate professional practice skills	Needs improving and developing	Satisfactory	Good	Excellent	
Timekeeping and reliability					
Personal appearance/dress					
Communication skills					
Ability to work in a team					
Enthusiasm and motivation					
Regard for health and safety in the workplace					
Ability to receive and follow instructions					
Uses initiative to complete school/college tasks in placement					
Responds to advice and guidance					
Plans for self-improvement					
Demonstrate professional practice skills	Needs improving and developing	Satisfactory	Good	Excellent	
Attendance					
Relationships with other team members					
Punctuality					

School/College Teacher name	
School/College Teacher signature	
School/College Teacher comments	
Action required	
Work Placement Supervisor name	
Work Placement Supervisor signature	
Work Placement Supervisor comments	
Learner signature	
Learner comments	
Date of next review	

Witness statement

Learner name			
Qualification			
Unit number and title			
List the assessment criteria for which the activity provides evidence			
Description of activity/skill witnessed			
Witness name		Job role	
Witness signature		Date	
Learner name			
Learner signature		Date	
Teacher name			
Teacher signature		Date	