

This report will be a valuable source of information for the student's Record of Achievement and Experience (progress) file.

<b>Student's name:</b>
<b>School: St Ninians High School</b>
<b>Company/Organisation:</b>
<b>Name of Main supervisor:</b>
<b>Placement dates:</b>

<b>PERSONAL QUALITIES</b>	<b>How the quality was demonstrated</b>	<input checked="" type="checkbox"/>
<b>Attendance</b>	100% attendance	
	Good attendance (90%+)	
	Some explained absence	
	Poor, no satisfactory explanation	
	Did not attend	
<b>Time-keeping</b>	Always early	
	Always on time	
	Usually on time	
	Sometimes arrives late	
	Often arrives late	
<b>Appearance</b>	Very smart & appropriate appearance	
	Tidy, appropriate appearance	
	Appropriately dressed	
	Inappropriately dressed	
	Untidy, inappropriately dressed	
<b>Attitude to work</b>	Always looking for more	
	Well-motivated, conscientious	
	Interested, tasks completed on time	
	Some interest and some tasks completed	
	Lacks interest, only minimal effort	
<b>Reliability</b>	Takes responsibility, uses initiative, accurate & flexible	
	Reliable and keen to take responsibility	
	Reliable with minimum supervision	
	Reliable with supervision	
	Needs constant supervision	

<b>RELATIONSHIPS</b>	<b>How the skill was demonstrated</b>	<input checked="" type="checkbox"/>
<b>With staff</b>	Very willing and positive	
	Helpful, keen and pleasant	
	Cooperates and shows respect	
	Participates with difficulty	
	Uncooperative and difficult	
<b>With clients/customers</b>	Excellent rapport, willing and positive	
	Helpful, pleasant and keen	
	Helpful and shows respect	
	Participates with difficulty	
	Unhelpful and direct	

**Please provide feedback and details of the work students have done with you, giving constructive advice and positive feedback where appropriate:**

<b>Work Experience Log Book</b>	<b>Y</b>	<b>N</b>
Has the student shown, discussed & completed their log book with you?		
Have you completed the Employers report in the student's log book?		

Signed: ..... Date:.....