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**Tracking sheet – Experiencing the World of Work**

The aim of the unit is for the learner to develop their skills in, and understanding of, the workplace by preparing for, attending and reviewing a work experience placement. It is also an opportunity for learners to obtain a work reference which they may find useful in the future. Increasingly there is more and more research demonstrating how important work experience is in helping learners move into paid employment.

While completing this unit learners will consider what they will gain by undertaking a work experience placement, how they can best prepare for that experience, and what they gained by completing it.

**Entry Level 3**

**Learner name Centre name**

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| **To do this you must** | **Evidence location** |
| 1. Be able to plan for work experience | |
| * 1. State where you will be going on work experience |  |
| * 1. Identify skills you hope to gain on your work experience |  |
| 1. Be able to complete a successful work experience placement | |
| * 1. Complete a daily log about your work experience, covering tasks undertaken |  |
| * 1. Obtain feedback on your placement e.g. reliability, attitude to work, and communication skills |  |
| 1. Be able to review your work experience placement | |
| * 1. Identify something you enjoyed about your work experience |  |
| * 1. Identify something you found difficult/challenging during your work experience |  |
| * 1. State how this work experience will help you in the future |  |
| **Assessor feedback** | |
|  | |
| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: | |
| Learner Name Assessor Name  Learner Signature Assessor Signature  Date Date | |