

Title	Placement Visit Report
Description	Report completed on the student by the teacher while the students is on placement
User	Teachers
Goal	To meet with the student and Employer and record the behaviour and ability of the student while on placement and to communicate with the Employer therefore building a relationship with the company
Objective	To gain an insight into the progress of the student and highlight areas of weakness and strength to ascertain areas which may need to be improved on while on placement
Method	The teaching staff visit with the student and complete the report gathering information from the student and the Employer, in particular the Mentor
Recommended Use	Hard copy or completed online via a laptop or iPad etc.
When	At the half way stage of the placement
Language	English

PLACEMENT VISIT REPORT

Student Name:

Course:

Placement:

Mentor Supervisor:

Assessment Date:

Teacher:

Student Performance Level

Grades:

- 1 **Outstanding** (consistently exceeded the standard expected of a placement student)
- 2 **Very Good** (frequently exceeded the standard expected of a placement student)
- 3 **Good** (always achieved (at least) the standard expected of a placement student)
- 4 **Satisfactory** (achieved (at least) the minimum accepted standard for a placement)
- 5 **Unsatisfactory** (did not achieve the minimum accepted standard for a placement)

	1	2	3	4	5	Comments
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with senior staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with junior staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to respond to pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to take responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to work unsupervised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to work as a team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Areas (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STUDENT WORKING ON:

STUDENT EVALUATION – (*Weakness/problems – Strengths/abilities*)

ASSESSMENT OF STUDENT PERFORMANCE TO DATE

Students Overall Performance Level:

<i>Below Satisfactory</i>	<input type="checkbox"/>	<i>Satisfactory</i>	<input type="checkbox"/>	<i>Succeeding</i>	<input type="checkbox"/>
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Additional Comments:

Teacher signature:	<input type="text"/>	Date:	<input type="text"/>
Mentor/Supervisor signature:	<input type="text"/>	Date:	<input type="text"/>
Student signature:	<input type="text"/>	Date:	<input type="text"/>