



Evidence Booklet

OCR Award and Certificate in Employability Skills

10399/10400/10401/10402/10403/10404

Unit 13: Prepare for and learn from a work placement



Version 2

Evidence Booklet

Unit 13: Prepare for and learn from a work placement

Candidate's name (Block capitals) _____

Instructions to candidates

Read the instructions carefully and complete all tasks in this booklet.

Make sure that your writing is clear and legible.

When your evidence booklet is complete, sign and date the following declaration.

I confirm that

- the work in this booklet is my own work
- I have not copied from anyone or any other sources
- I have not allowed anyone to copy my work.

Candidate's signature..... Completion date.....

Centre assessor's name (Block capitals) _____

I confirm that I have read the Introduction for Tutors overleaf.

I confirm that I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

I confirm that

- all tasks have been completed
- I have marked the work following the evidence requirements
- the work meets the assessment criteria.

Centre assessor's signature.....Completion date.....

(If applicable)

Internal quality assurer's (IQA) name (Block capitals) _____

I confirm that I have checked this booklet and agree with the assessment decision.

IQA's signature..... Date of quality assurance.....

(If applicable)

Scribe's name(Block capitals) _____

I confirm that I have transcribed the candidate responses using their own words.

Scribe's signature..... Date.....

Introduction for tutors

The purpose of this evidence booklet is to provide a simple and manageable solution for gathering evidence for Unit 13 of these qualifications.

ASSESSMENT AND QUALITY ASSURANCE

Tutors may change any task or part of a task to make the context more appropriate for their learners. However, alternative tasks must meet the assessment criteria.

All evidence **must** be marked before submission. This should be indicated through a tick and/or feedback comment on each answer. Centre assessors must use the OCR evidence requirements for the unit when assessing the work. Tutors should check that there are no gaps in the evidence. Incomplete evidence must not be submitted. The relevant Assessment Criterion (AC) is listed against the title of each Task.

Witness statements **must** be fully completed by the witness (ie tutor, assessor, supervising person). Candidates **must not** complete any part of the witness statements.

Scribed work **must** be annotated with the scribe's initials. If candidates require a scribe, further guidance can be found in the JCQ document: *Access Arrangements, Reasonable Adjustments and Special Consideration 2014-2015*. The application form for reasonable adjustments is available to download from the JCQ website: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms/form-vq-ia>. Please note that scribes cannot be used for Tasks 3a or 3b.

Centres should have an internal standardisation process in place to ensure consistency of assessment across assessors. For further guidance refer to the Centre Handbook section 3 which is available to download from the OCR website: www.ocr.org.uk

SUBMITTING EVIDENCE

Answers should be individual to the candidate and his/her own work. Staple together the tasks in numerical order. Do not submit evidence booklets in folders or plastic pockets. Do not submit group coursework, handouts or downloads.

All evidence submitted must be legible. If evidence is scanned for electronic submission, please ensure that the scanned copy is clearly legible and that pages are in the correct sequence and orientation. Declarations on the front sheet must be signed and dated; a 'typed' signature is not acceptable.

A Candidate Submission Sheet must be completed in line with OCR Administration Guide. The sheets are available to download from the qualification pages on the OCR website: www.ocr.org.uk

Please note that OCR is unable to return candidate work to centres, so centres may wish to take a copy before submitting evidence.

FEEDBACK TO CENTRES

Examiner-moderators will complete an electronic Centre Feedback Report Form (e-NQF6) for each batch submitted. Reports are accessed through OCR Interchange.

KEEPING UP-TO-DATE

Occasionally OCR may up-date these booklets and assessment guidance. Please refer to the relevant qualification page on our website: www.ocr.org.uk for the most up-to-date version.

NOTE: In this booklet your responses should all be about the same work placement. Your work placement must be at least one full working day or equivalent.

Task 1a (AC 1.1)

Identify two personal goals you want to achieve during your work placement.

Goals
1
2

Task 1b (AC 1.2)

Complete the table below with details of your work placement:

The name of the organisation	
The sector the organisation operates in	
Main activity of this organisation	
Person who will supervise you	
Type of work you will be doing	
Start date	
End date	
Daily start time	
Daily finish time	
Dress code/clothing required	

Task 1c (AC 1.3)

Complete the table below with your travel plans.

How will you travel to your work placement?	
Give details of your travel plan.	
How long will it take you to get to the work placement?	
What time will you need to leave?	

Screenshots showing bus/train times or copies of timetables can be included as evidence.

Task 2 (AC 2.1, 2.2)

Complete the table below with **two** examples of behaviour expected of you.
Outline why it is important to behave this way during the work placement.

Behaviour expected	Why is it important to behave this way?
1	
2	

Task 3a (AC 3.1 and 3.2)

Complete the following table relating to one task you completed on your work placement. Your supervisor must complete the witness statement section at the bottom.

Work related task 1	
What was the task?	
Identify how you completed this task:	Identify two skills or personal attributes you demonstrated to complete this task:
Use this box to provide alternative or supporting evidence (optional):	

WITNESS STATEMENT

I confirm that * (print name) completed the above task with minimal support and demonstrated the skills or personal attributes identified.

Name of supervisor:

Signature Date.....

* Confirmation needs to be made by the person witnessing the task

Task 3b (AC 3.1 and 3.2)

Complete the following table relating to a **second** task you completed on your work placement task. Your supervisor must complete the witness statement section at the bottom.

Work related task 2	
What was the task?	
Identify how you completed this task:	Identify two skills or personal attributes you demonstrated to complete this task:
Use this box to provide alternative or supporting evidence (optional):	

WITNESS STATEMENT

I confirm that * (print name) completed the above task with minimal support and demonstrated the skills or personal attributes identified.

Name of supervisor:

Signature Date.....

* Confirmation needs to be made by the person witnessing the task

Task 4a (AC 4.1)

In Task 1a you identified **two** personal goals you wanted to achieve during your work placement.
Did you achieve each goal? Explain why you think **each** goal was or was not achieved.

Goal 1

.....

.....

Was this goal achieved?
Explanation

.....

.....

.....

Goal 2

.....

.....

Was this goal achieved?
Explanation

.....

.....

.....

Task 4b (AC 4.2)

List **four** skills or personal attributes you have developed during your work placement

Skills or personal attributes developed	
1	
2	
3	
4	

Task 4c (AC 4.3)

Identify **two** improvements you could make when preparing for future employment.

1	
2	

-END OF EVIDENCE BOOKLET-

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The Qualification Numbers (QN) for these qualifications are:

OCR Award in Employability Skills Entry Level 3 – 601/5339/8

OCR Award in Employability Skills Level 1 – 601/5341/6

OCR Award in Employability Skills Level 2 – 601/5343/X

OCR Certificate in Employability Skills Entry Level 3 – 601/5340/4

OCR Certificate in Employability Skills Level 1 – 601/5342/8

OCR Certificate in Employability Skills Level 2 – 601/5344/1

The Unit Reference Number for this unit is:

Unit 13: Prepare for and learning from a work placement J/506/8979

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