

Tracking Sheet - Work Experience

Level 1

Learner name

Centre name

To do this you must	Your evidence	Page number	Assessment date
1. Be able to apply for work experience			
1.1 Outline the benefits of work experience			
1.2 Identify possible work experience options			
1.3 Describe how to apply for a work experience placement			
2. Be able to prepare for work experience			
2.1 Describe the activities undertaken by the work experience provider			
2.2 Describe the types of clothing needed for work experience			
2.3 Identify skills that you hope to gain on work experience			
3. Be able to plan journey to work experience			
3.1 Identify different ways to get to work experience placement			
3.2 State the most suitable mode of transport to use			
3.3 Estimate how long journey will take			
3.4 State when to leave home to arrive at a			

suitable time			
4. Be able to complete work experience			
4.1 Follow instructions to complete tasks in the workplace for which you are responsible			
4.2 Outline the limits of their responsibilities in the workplace			
4.3 Arrive at work on time			
4.4 Take breaks at agreed times			
4.5 Communicate with others in the workplace			
4.6 State how long the journey to work took on average			
5. Be able to work safely			
5.1 Identify the person responsible for health and safety in the workplace			
5.2 Identify where health and safety information can be obtained in the workplace			
5.3 Follow safety rules, regulations, codes of practice and procedure to work safely in the workplace			
6. Be able to evaluate work experience			
6.1 Identify what you enjoyed about work experience			
6.2 Identify what you least enjoyed about work experience			
6.3 Identify what you learnt from work experience			
6.4 State how the work experience could have been improved			

6.5 Outline how they are going to build on this experience			
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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