

Unit Standard 10780 Assessment

Version 5

Level 2

Credits 3

Candidate's Name: _____

Candidate's NSN: _____

Candidate's D.O.B: _____

Candidate's Contact details: _____

Te wa mahi!



Complete a work experience placement

For Capital Training to Complete Only

Assessor's Name: _____

Assessor's Signature: _____

For Capital Training to Complete Only			
Unit Issued Date:			
First Attempt Marking Date:	Unit Complete		Standard Not Met
First Attempt Marking Comments:			
Second Attempt Marking Date:	Unit Complete		Standard Not Met
Second Attempt Marking Comments:			
Date Unit Awarded:			

Attestation Form (For Candidate to Sign)

Candidate's Name: _____

I hereby declare that the following is my own work which I have completed to the best of my ability. I have not copied answers or materials from any other sources.

Candidate's Signature: _____

For Capital Training to Complete Only

	Achieved	Final marking date
10780v 5		

Assessor's Attestation:

The candidate's performance and knowledge is at a sufficient level to grant this Unit Standard. The assessment was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent.

Assessor's name:

Education Provider:

Date:

Signature:

Module Moderated

Y/N

Unit Awarded

Date:

Assessment Conditions

There are a number of assessment questions and/or observations in this assessment. Ensure that you carefully read each question and set of instructions before you answer and/or perform tasks.

1. All assessment questions/observations must be complete.
2. All tasks in this assessment are open book.
3. You will need a pen and/or access to a computer to complete this assessment dependant on whether you are completing in hard or soft copy.
4. If you are completing this assessment digitally, ensure that it has been downloaded and saved in to your local documents folder before attempting the assessment.
5. Discuss with your tutor the time limit for this assessment.
6. An attestation form found on the assessment must be signed by both the tutor and yourself.
7. All answers must be in your own words.

You may choose to complete this assessment verbally using a speech to text digital tool. Discuss this option with your tutor.

Outcome 1: Prepare for a work experience placement

Preparation Makes Perfect

Throughout your Duke of Edinburgh's Silver Award, you are required to give regular voluntary service. If you treat this as a job, you will be able to prepare for it by learning the workplace expectations. You will get a lot out of your service if you set learning goals that you wish to achieve throughout your service.

Learning goals are those things that you would like to learn throughout the course of your service at a workplace.

Before you begin your service, identify **TWO** learning goals that you will strive towards during your service. Ensure that they are **SMART** goals. *You may use the following provided spaces to communicate your plan, or you may create a slideshow or film to communicate your plan. Ensure that you submit your communicated plan to your assessor.*

SMART Learning goal 1:

SMART Learning goal 2:

The workplace where you are completing your service will have documented policies and procedures or established protocols that dictate the workplace expectations that are placed on staff members.

Describe the following workplace expectations that you will be expected to conform to at the workplace where you are completing your service.

Health and Safety requirements:

Punctuality requirements:

Attendance requirements:

Personal presentation requirements:

Outcome 2: Carry out the placement

Carry Out Your Service

You are required to work in the workplace with acceptable levels of attendance and performance for at least five days.

You have been provided with an observer checklist that you must have checked off and signed by an observer.

In the observer checklist, you must identify the following workplace requirements and have the observer check them off:

- Punctuality requirements
- Attendance requirements
- Personal presentation requirements
- Health and safety requirements

You must have at least TWO requirements for each of the above bulleted factors.

You must identify requirements specific to your workplace. Once identified, you must adhere to these workplace requirements for the duration of your service component of your Duke of Edinburgh's Silver Award.

NOTE: You must write or type these requirements in the indicated column of the Observer's Checklist.

Ensure that everything that you do as part of your service complies with the Health and Safety at Work Act of 2015.

Outcome 3: Reflect on the experience of the placement

Upon completion of your service, you must reflect on your experience. This will help you identify areas in which you excelled and areas that may require further development to make you a more effective worker or leader in the future.

You may either use the space below to reflect on your service work placement or create a slideshow or film as a mode of communicating that reflection.

Describe whether or not you were able to achieve your learning goals throughout your service and describe why/why not.

Identify how your service has affected you in terms of your learning and on your future learning and professional pathways (how has it influenced what you want to learn and do in the future?).

For Capital Training to Complete Only

Assessment Schedule for Unit 10780 v5 L2 C3

Complete a work experience placement

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 st marking	✓2 nd marking
Outcome 1 Prepare for a work experience placement.				
1.1 Learning goals are identified.	Identification of two SMART learning goals. OR Slideshow or film	The candidate has identified two SMART learning goals that they will work towards throughout the duration of their service. The goals are related to their service.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 The workplace expectations are described in terms of health and safety requirements, punctuality, attendance, and personal presentation.	Description of workplace requirements. OR Slideshow or film	The candidate has described what their workplace requirements are for their service in relation to the following factors: <ul style="list-style-type: none"> • Health and safety • Punctuality • Attendance • Personal presentation 	<input type="checkbox"/>	<input type="checkbox"/>
Outcome 2 Carry out the placement.				
2.1 Tasks are carried out in accordance with the workplace requirements.	Completed observer's checklist. Film and photos optional.	The candidate fulfilled all of the identified tasks required of them throughout their service. The observer has completed the checklist and provided examples and comments of the candidate completing the identified tasks in accordance with workplace requirements.	<input type="checkbox"/>	<input type="checkbox"/>
2.2 The workplace expectations are met in terms of health and safety requirements, punctuality, attendance, and personal presentation.	Completed observer's checklist. Film and photos optional.	The candidate met all of the identified workplace requirements required of them throughout their service.	<input type="checkbox"/>	<input type="checkbox"/>

		The observer has completed the checklist has and provided examples and comments of the candidate meeting the identified workplace requirements.		
Outcome 3 Reflect on the experience of the placement.				
3.1 Reflection describes the work experience placement in relation to the learning goals.	Reflection of the work placement as part of the service. OR Slideshow or film	The candidate has described their progress towards their learning goals throughout their service.	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Reflection identifies effects of the work experience placement on own learning and future pathways.	Reflection of the work placement as part of the service. OR Slideshow or film	The candidate has described how the service has affected their own future pathways in terms of learning and career.	<input type="checkbox"/>	<input type="checkbox"/>