**NCA CADET
PLACEMENT LOGBOOK**

***This is the place to gain experience and get career ready***

**Student Name:**

**College:**

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| **Attendance and Review Form - Week 1**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 1 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 1**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

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| **Attendance and Review Form - Week 2**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 2 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 2**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

**Initial Placement Review**

(To be completed together by student, and college representative)

Has the student settled into the placement?

Has the student completed the employer local induction?

is there any further support required by the student?

Do you feel the student understands their goals and objectives?

Student Name: Student Signature:

College Name: College Signature:

Date:

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| **Attendance and Review Form - Week 3**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 3 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 3**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

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| **Attendance and Review Form - Week 4**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 4 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 4**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

**Mid Placement Review**

(To be completed together by student, employer and college representative)

 What activities has the individual currently participated in?

 What aspects were done very well?

 Any areas that would require improvement?

 Do you feel the student is on track with their goals and objectives?

Employer Name: Employer Signature:

Student Name: Student Signature:

College Name: College Signature:

Date:

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| **Attendance and Review Form - Week 5**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 5 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 5**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

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| **Attendance and Review Form - Week 6**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 6 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 6**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

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| **Attendance and Review Form - Week 7**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 7 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 7**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

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| **Attendance and Review Form - Week 8**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 8 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 8**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

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| **Attendance and Review Form - Week 9**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 9 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 9**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

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| **Attendance and Review Form - Week 10**(Please ask your supervisor/mentor to complete this each week to review your progress and acknowledge your attendance. You may also complete this in a different coloured pen as a self-assessment before your review) |
| Goal | Area of Strength | No Concerns | Area for development | Concerns | Comments | Signed | Date:Placement Week 10 |
| **Attendance** – student has attended each day as planned and informed staff as per policy if unable to attend. |  |  |  |  |  |  |  |
| **Punctuality** – student arrives on time, ready for work, at the beginning of shifts and following breaks. |  |  |  |  |  |  |  |
| **Adhering to workwear rules** – Student is appropriately dressed and is clean and tidy. Only appropriate jewellery is worn. |  |  |  |  |  |  |  |
| **Accountability** – student takes ownership of tasks required and asks if unsure of how to proceed.Student doesn’t need to be chased to have attendance and review forms signed |  |  |  |  |  |  |  |
| **Respect** – student is engaging well with the team.Student is listening to colleagues and learning from their experience. Student uses appropriate, professional language and tone. |  |  |  |  |  |  |  |
| **Customer and Patient Focus** – student engages with colleagues, patients and visitors in a helpful, pleasant manner and willingly caries out requested tasks. |  |  |  |  |  |  |  |
| **Scope of practice** – student works within scope of practice and follows local policies/procedures correctly. |  |  |  |  |  |  |  |
| Shifts/Hours worked this week: | Signed by employer: |
| Please use additional space below if required for extra comments. |

**Reflection – Week 10**

Write a short reflective statement about your learning during the week.

**What have you done/seen during your week?**

**What went well?**

**What could have gone better?**

**What have you learned from this week?** (This could be knowledge, practical skills, employability skills or confidence in an area for example)

**How could you now use what you have learned on your placement?**

**Final Placement Review**

(To be completed together by student, employer and college representative)

 What activities did the individual participate/undertake?

 What aspects were done very well?

 Has the individual improved from the previous review?

 What does the individual need to do in order to further improve?

**I confirm that the above student has completed a minimum of 315 hours**

Employer Name: Employer Signature:

Student Name: Student Signature:

College Name: College Signature:

Date:

Employer Feedback/Reference

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| --- | --- |
| Employability Skills | How well did they do? (circle where appropriate) |
| Self-Management | Attendance | Poor, no explanation | Some explained absence | Good – 90% | 100% |
| Timekeeping | Sometimes late | Usually on time | Always on time | Always Early |
| Reliability | Reliable with supervision | Reliable with minimum supervision | Reliable and keen to take responsibility | Flexible, accurate responsible and uses initiative. |
| Positive Attitude | Some interest, some tasks completed | Interested, tasks completed on time | Well motivated, conscientious | Always looking for more |
| Communication | Some effort made | Good – communicated well when involved | Very good – initiated some conversations and asked if unsure | Excellent – communicated well and fitted in with the team |
| Confidence | Needed encouraging | Shy at first but improved during placement | Very good | Excellent – very confident from day one. |
| Teamwork | Needed encouraging to participate | Good- worked with some staff | Very Good – worked well within the team | Excellent – works well in a team and contributes own ideas and opinions |
| Willingness to learn | Some effort made | Quite interested and tried new tasks | Willing to try new tasks and enthusiastic about the job | Great – Enthusiastic, willing to learn and improve. Learned from feedback |
| Problem solving and decision making | Reliable decision making with supervision | Some effort seen, needed guidance | Good – considers options and makes informed decisions | Considers all options and their consequences before making decisions. Knows when to ask for help. |
| Resilience | Gave up on tasks easily. | Participated - asked for help when needed | Adapted quite well and knew when to ask for help | Adapted to changing situations and never gave up. |
| Organisation | Not very well organised | Some organisation, only just met deadlines | Good – Met deadlines on time and was organised | Excellent – organised time well, planned ahead and met all deadlines. |
| Technical skill development | Little development of skills over placement | Skills developed but still needing guidance and close supervision. | Good skill development. Needs more practice but potential to reach job threshold level soon. | Excellent skill development. Heading towards job threshold levels. |
| Overall commentWould you employ this student? |  |

Employer Name: Employer Signature:

Employer position: Student Signature: