# **Work Based Learning: Timesheet**

|  |  |
| --- | --- |
| **Student name** |  |
| **Student number** |  |
| **Organisation** |  |

**To be verified by the Placement Supervisor/Mentor**

**TIMESHEET**

Use the timesheet below to record the hours on placement for each half-day, completing the week commencing date (w/c date). Multiple timesheets can be used for placements longer than 5 weeks (e.g. ‘Early Start’ placements). Multiple timesheets must be submitted as one document in Word or PDF for assessment purposes.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | TOTAL |
| W/c date: | AM |  |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |  |
| W/c date: | AM |  |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |  |
| W/c date: | AM |  |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |  |
| W/c date: | AM |  |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |  |
| W/c date: | AM |  |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |  |

**Please provide the total amount of hours for the whole placement in the space provided below and sign to confirm (please record this on the final sheet where multiple sheets have been used)**. Confirmation of the total placement hours is required for the student to pass the placement component of the module.

|  |  |
| --- | --- |
| **Placement Supervisor/Mentor** |  |
| **Job title** |  |
| **I can confirm that the student has completed ……… hours over ……… days on placement. If the placement was a combination of physical and virtual please state the number of days physical ……… and virtual ……… on this timesheet, as this timesheet is also required for travel expenses claim purposes.** | |
| **Signature of Supervisor/Mentor** |  |

**Note to Placement Providers: Please return the completed timesheet to the student for assessment submission in addition return any appraisal completed**.