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|  | T Level Student Evaluation Form |

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| --- | --- | --- |
| **Name of Student:** **Student’s personal email address:** | **Start date of placement:** | **Date of End Point Evaluation:** |
| **Name of Student’s Line Manager:** | **Department:** | **Job Title:** |
| **Provider:** | **Contact name:** | **Email and mobile:** |

**Part 1 Placement Objectives**

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| --- | --- | --- | --- | --- |
| Objectives | Line Manager Comments on Objectives(To be completed at end-point) | Not Met | Met | Not Applicable |
|  |  |[ ] [ ] [ ]
|  |  |[ ] [ ] [ ]
|  |  |[ ] [ ] [ ]

**Part 1(b) – Please use the space below to record any ad hoc development conversations throughout the placement (optional)**

|  |  |
| --- | --- |
| Date of conversation | Summary of Conversation |
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**Part 2 – Performance against behaviours (Mid-Point Review)**

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| Seeing the Big Picture/Changing and Improving |
| Performance criteria | **Manager’s comments on performance** |
| * Develops clear understanding of their work and how it relates to the goals of the wider team and organisation.
* Uses tools and existing knowledge to inform and better understand their own work.
* Contributes ideas.
* Responds positively to changes.
 |  |

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| Making Effective Decisions |
| Performance criteria | **Manager’s comments on performance** |
| * Makes decisions appropriate within the context of their role, without needing constant supervision.
* Draws on information and expertise from a variety of sources to inform what they are doing.
* Analyses and/or interprets information accurately.
* Identifies and recognises the advantages and disadvantages of different courses of action.
 |  |

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| Communicating and Influencing |
| Performance criteria | **Manager’s comments on performance** |
| * Promotes a two-way flow of information by engaging with other staff and/or stakeholders.
* Communicates in a clear and articulate manner both orally and in writing.
* Chooses and uses the right method of communication appropriate to the audience.
* Consistently displays energy and enthusiasm in their work.
 |  |

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| Working Together/Developing Self and Others |
| Performance criteria | **Manager’s comments on performance** |
| * Consistently works with others in a helpful and constructive manner.
* Actively seeks to make and sustain productive relationships with others in the workplace.
* Proactively asks questions and demonstrates clear learning.
 |  |

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| Managing a Quality Service/Delivering at Pace |
| Performance criteria | **Manager’s comments on performance** |
| * Plans and organises their work to make most efficient use of time and any other resources.
* Monitors own work carefully to best ensure quality and accuracy.
* Takes responsibility for delivering work to time and to standard.
 |  |

**Part 3 – Performance against behaviours (End-Point Review)**

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| --- |
| Seeing the Big Picture/Changing and Improving |
| Performance criteria | **Observed performance against criteria**  |
| * Develops clear understanding of their work and how it relates to the goals of the wider team and organisation.
* Uses tools and existing knowledge to inform and better understand their own work.
* Contributes ideas.
* Responds positively to changes.
 | Very significant development required | Significant development required | At required level (with limited development required) | Above required level |
|  |[ ] [ ] [ ] [ ]
| Manager’s summary of performance |
| Student’s reflection on performance |

|  |
| --- |
| Making Effective Decisions |
| Performance criteria | **Observed Performance against criteria**  |
| * Makes decisions appropriate within the context of their role, without needing constant supervision.
* Draws on information and expertise from a variety of sources to inform what they are doing.
* Analyses and/or interprets information accurately.
* Identifies and recognises the advantages and disadvantages of different courses of action.
 | Very significant development required | Significant development required | At required level (with limited development required) | Above required level |
|  |[ ] [ ] [ ] [ ]
| Manager’s summary of performance |
| Student’s reflection of performance |

|  |
| --- |
| Communicating and Influencing |
| Performance criteria | **Observed Performance against criteria** |
| * Promotes a two-way flow of information by engaging with other staff and/or stakeholders.
* Communicates in a clear and articulate manner both orally and in writing.
* Chooses and uses the right method of communication appropriate to the audience.
* Consistently displays energy and enthusiasm in their work.
 | Very significant development required | Significant development required | At required level (with limited development required) | Above required level |
|  |[ ] [ ] [ ] [ ]
| Manager’s summary of performance |
| Student’s reflection of performance |

|  |
| --- |
| Working Together/Developing Self and Others |
| Performance criteria | **Observed Performance against criteria** |
| * Consistently works with others in a helpful and constructive manner.
* Actively seeks to make and sustain productive relationships with others in the workplace.
* Proactively asks questions and demonstrates clear learning.
 | Very significant development required | Significant development required | At required level (with limited development required) | Above required level |
|  |[ ] [ ] [ ] [ ]
| Manager’s summary of performance |
| Student’s reflection of performance |

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| --- |
| Managing a Quality Service/Delivering at Pace |
| Performance Criteria | **Observed Performance against standards**  |
| * Plans and organises their work to make most efficient use of time and any other resources.
* Monitors own work carefully to best ensure quality and accuracy.
* Takes responsibility for delivering work to time and to standard.
 | Very significant development required | Significant development required | At required level (with limited development required) | Above required level |
|  |[ ] [ ] [ ] [ ]
| Manager’s summary of performance |
| Student’s reflection of performance |

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**Part 4 – Student self-evaluation**

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| **Use this section to self-evaluate your T Level industry placement in DWP.** **Consider:** * **What your thoughts were on the DWP before starting your placement compared to now.**
* **What have you learned from your placement? What will you take away?**
* **How has the placement made you feel about your career journey going forward?**
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**Part 5 – Line Manager Recommendation for SMA (or alternative DWP role)**

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| **Use this section to detail a recommendation for a social mobility apprenticeship, or another suitable role (if relevant).**  |
| **Manager:** | **Date:** |
| **Student:** | **Date:** |