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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**

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

**Part 2 – Performance against behaviours (Mid-Point Review)**

|  |  |
| --- | --- |
| 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. |  |

|  |  |
| --- | --- |
| 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. |  |

|  |  |
| --- | --- |
| 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. |  |

|  |  |
| --- | --- |
| 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. |  |

|  |  |
| --- | --- |
| 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)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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?** |

**Part 5 – Line Manager Recommendation for SMA (or alternative DWP role)**

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