Placement Calendar

1. In the first column, insert the date each week of your placement commences (e.g. 24/06/2012).
2. Indicate each day you have attended placement by putting an ‘X’ in the appropriate box.

**Please note: This includes days spent working from home, but still completing placement work.**

1. Indicate any days you were absent from placement by putting an ‘O’ in the appropriate box.

**Please note: This includes days where you are unable to do any placement work due to COVID restrictions.**

1. Indicate any Skills Days by putting ‘SD’ in the appropriate box.
2. Submit a copy of the calendar with your completed placement portfolio.
3. Please ensure that your Practice Educator/Supervisor has a copy to pass to the finance team of the agency.

| **Student Name:** |
| --- |
| **Placement Start Date:** |
| **Placement End Date:** |
| **Total No. of Days Attended:** |
| **Agency Name:** |
| Week beginning: | M | T | W | T | F | S | S | Week beginning: | M | T | W | T | F | S | S |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |

**I confirm that the above is a true and accurate record of attendance.**

Practice Educator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practice Educator Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_