



Record of Attendance

A record of attendance is an essential part of the student's portfolio. It is the responsibility of the **on-site** Placement Supervisor/Practice Educator to monitor attendance throughout the placement. It is the responsibility of the Practice Educator to confirm, by signing the sheet, that the student has completed the mandatory number of placement days (70 at first placement, 100 at final placement). Once completed the student should upload a signed PDF copy into the relevant section of the portfolio on Mahara.

The form should clearly record the hours worked and, in certain circumstances, the nature of the work undertaken in the relevant column. This should either be TOIL for time of in lieu or S (refer to guidance Placement Learning Agreement). When the student is absent for whatever reason the letter A should be placed in the 'total hours' column. Where there is a bank holiday use the letter B/H.

Level 6 final year students also have a break in the placement, this should be recorded by the letter B. When the student is required to attend a University based workshop, the letter R should be placed in the 'total hours' column. An exemplar, noting that this is not meant to reflect the type or year of the placement, for completion of the form is provided below.

Week No	Day and Date	Start Time	Lunch Break	Finish Time	Total Hours	Day No	Signature
1	Mon Jan 4th	9.00	12.30-1.00	5.00	7.5	1	
	Tues Jan 5th	9.00	12.00-12.30	5.00	7.5	2	
	Weds Jan 6th	9.00	12.30-1.00	5.00	7.5	3	
	Thurs Jan 7th				A		
	Fri Jan 8th	9.00	12.30-1.00	5.00	7.5	4	
6	Mon Feb 8th	9.00	12.30-1.00	8.00	10.5	25	
	Tues Feb 9th	9.00	12.30-1.00	5.00	7.5	26	
	Weds Feb 10th	9.00	1.30	TOIL	7.5	27	
	Thurs Feb 11th	9.15	12-15-1.15	16.15	R	28	
	Fri Feb 12th	9.00		5.00	S	29	
12	Mon 21 st Mar	9.00	12.30-1.00	5.00	7.5	55	
	Tues 22 nd Mar	9.00	12.30-1.00	5.00	7.5	56	
	Weds 23 rd Mar	9.00	12.30-1.00	5.00	7.5	57	
	Thurs 24 th Mar*	9.00	12.30-1.00	5.00	7.5	58	
	Friday 25 th Mar					B/H	
13	Mon 28 th Mar					B/H	
	Tues 29 th Mar					B	
	Weds 30 th Mar					B	
	Thurs 31 st Mar					B	
	Fri 1 st April					B	

16	Mon 18 th April	9.00	12.30-1.00	8.00	10.5	69	
	Tues 19 th April	9.00	12.30-1.00	5.00	7.5	70	
	Weds 20 th April	9.00		5.00	S	71	
	Thurs 21 st April	9.15	12-15-1.15	16.15	R	72	
	Fri 22 nd April	9.00	1.30	TOIL	7.5	73	

RECORD OF ATTENDANCE

Week No	Day and Date	Start Time	Lunch Break	Finish Time	Total Hours	Day No	P.S
1							
2							
3							
4							
5							
6							
7							
8							
9							

10							
11							
12							
11							
12							
13							
14							

The exact number of weeks will vary depending on the level of placement and whether there has been a need to extend the placement for any reason.

In signing below you are confirming that this record is a true accurate account of your attendance. Any deliberate discrepancy which subsequently comes to light will be considered an act of dishonesty by the student, which has the potential to invoke fitness to practice procedures being followed

Signed (student):

Signed (Practice Educator):

Date: