

WPA 1. Work placement attendance record

CHC43115 Certificate IV in Disability

Instructions

Print this Attendance record document and take it to your work placement each shift. A **workplace staff member must sign** your attendance at the end of each shift. Do not leave it until the last days of placement. You must complete a minimum of 120 hours.

Don't forget to submit your 40, 80 and Book My Assessment **milestones**. These are separate tasks, in this Workplace assessment course. The three milestones must be submitted at or near the three points in your work placement.

Do not submit this attendance record task until you have completed the full 120 hours. Once completed, upload the document and submit it.

Student

Name:

Heather Sheppard

Venue:

Cranhaven Lodge

Date	Shift times		Hours per shift	Total hours placement	Supervisor/buddy Signature	
	Start	Finish				
24/9/18	8.00 am	4.00 pm	7 1/2 hr		Ali	
25/9/18	8.00	4.00 pm	7 1/2 hr (15)		Ali	
26/9/18	8.00	4.00 pm	7 1/2 hr (22.5)		Ali	
27/9/18	8.00	4.00 pm	7 1/2 hr (30)		Ali	
28/9/18	8.00	4.00 pm	7 1/2 hr (37.5)		Ali	
1/10/18	8.00	4.00 pm	7 1/2 hr (45)		Ali	
2/10/18	8.00	4.00 pm	7 1/2 hr (52.5)		Ali	
3/10/18	8.00	4.00 pm	7 1/2 hr (60)		Ali	
4/10/18	8.00	4.00 pm	7 1/2 hr (67.5)		Ali	
5/10/18	8.00	4.00 pm	7 1/2 hr (75)		Ali	
12/10/18	8.00	4.00 pm	7 1/2 hr (82.5)		Ali	
19/10/18	8.00	4.00 pm	7 1/2 hr (90)		Ali	
26/10/18	8.00	4.00 pm	7 1/2 hr (97.5)		Ali	
2/11/18	8.00	4.00 pm	7 1/2 hr (105)		Ali	

9/11/18	7.00 am	4 pm	7 1/2 hr (120)	PLC	
16/11/18	8.00 am	4 pm	7 1/2 hr (120)	PLC	
Date	Shift times		Hours per shift	Total hours placement	Supervisor/buddy Signature
	Start	Finish	120 hours		
			16 days		
			X 7.5 hrs		
			per day		
			= 120 hours.		

Example of how to complete an attendance record

Student Name: Joe Doh

Venue: Smile Street Group Home (Happy Days Inc)

Date	Rostered times		Hours per shift	Total hours placement	Supervisor/buddy Signature
	Start	Finish			
06/05/13	9:00 am	3:00 pm	6	6	L Smith
08/05/13	9:00 am	2:00 pm	5	11	L Smith
14/05/13	10:00 am	3:00 pm	5	16	M. Jones
15/05/13	12:00 pm	6:00 pm	6	22	L Smith
23/05/13	9:00 am	1:00 pm	4	26	L Smith
28/05/13	9:00 am	3:00 pm	6	32	J. Citizen