



Department of Pure and Applied Chemistry
295 Cathedral St. Glasgow G1 1XL

INDUSTRIAL TRAINING ASSESSMENT
First Visit Review

The industrial supervisor should complete as much as the form as possible prior to the first visit. The form should be completed in full during the first meeting. A copy of the form should be sent to laureen.sykes@strath.ac.uk

Section 1 – Administrative Details

Name of Student:

Student Registration Number:

Student Strathclyde Email Address:
(this must be checked frequently even whilst on placement)

Industrial Supervisor:

Industrial Supervisor Email Address:

Training Organisation :

Expected Dates of Industrial Placement. Start Date: End Date:

Telephone No. and extension of industrial supervisor:

Academic Supervisor:

Date of Visit:

Section 2: The Settling-In Period

On a scale of 1 – 5, how well do you feel the student has settled into their job and has fitted into the team and/or organisation? *Please note these marks are used to support the student employee progress and are not formally used in any assessment.*

1	Not Good, serious issues that need to be addressed	
2	Some minor issues that are not of concern	
3	Satisfactory, fitting into the team and organization well	
4	Very well, a more than satisfactory performance to date	
5	Excellent, is a self-starter who has propelled into the company and has made immediate impact on their role.	

Please add a few comments to justify the score given:

On a scale of 1 – 5, how well do you feel the student has applied themselves to the job during the induction period. Have they shown a good attitude and applied themselves to relevant training to date? *Please note these marks are used to support the student employee progress and are not formally used in any assessment.*

1	Not Good, has not demonstrated any interest in the training	
2	Some minor issues that are not of concern	
3	Satisfactory, showing a good interest and is learning well	
4	Very well, is keen to learn, asks questions and demonstrates that they understand all relevant training to date.	
5	Excellent, is inquisitive, asks relevant and clear questions demonstrating a higher level of understanding.	

Please add a few comments to justify your score:

Section 3: The nature of the work and arrangements for the literature review dissertation and the final report

Please add a short general description that outlines the proposed work to be undertaken in this role.

If you have agreed a title for the literature review dissertation, please note it here.

Proposed literature review title:

- The literature review is to be submitted by 30th March
- The industrial supervisor should work with the student to agree a title and assist the student with their dissertation (with the rule being – advice is given on each section of writing only once).
- The literature review dissertation is submitted via the relevant link in the CH450 Myplace page and will be marked by the academic supervisor only.
- Student employees need to email academic supervisors to alert them when they submit their dissertation.

If you already know the final format and/or subject of the final report, please note it here.

Proposed format and title for the final report:

- The industrial supervisor should work with the student to agree a title and assist the student with their final report (with the rule being – advice is given on each section of writing only once).
- The format and content of a submitted report **MUST** be agreed and approved by the industrial supervisor in advance. This is to ensure IP or confidentiality issues (if relevant) have been considered.
- Approved final reports should be uploaded onto the relevant link on the MyPlace page. Student employees need to email academic supervisors to alert them when they submit their dissertation.
- If the full final report is confidential, or confidential information is contained therein and cannot be redacted, final reports can be marked on-site.
- The final report will be independently marked by the academic and industrial supervisor who will together agree a final moderated mark at the final visit. Should there be potential confidentiality issues that may restrict the academic supervisor from accessing the final report, please note these below.

Anticipated arrangements with the submitted final report:

Section 4: Risk Assessment, Health and Safety Compliance

Has a risk assessment and relevant health and safety training been conducted for all associated tasks that the student employee will be undertaking within the organisation?

Agree? Yes/No (*delete as appropriate*)

Confirmation by student: _____ *please initial to confirm*

Confirmation by industrial supervisor: _____ *please initial to confirm*

Give brief details of risk assessments and/or COSHH training or relevant company training undertaken.

Should the nature of the placement work change during the period of employment, please confirm that further relevant risk assessment and/or COSHH update assessments will be undertaken.

Agree? Yes/No (*delete as appropriate*)

Confirmation by student: _____ *please initial to confirm*

Confirmation by industrial supervisor: _____ *please initial to confirm*

Note that, after relevant training, it is the student employee's responsibility to work safely and confidently with all areas of practical work and operations. Should any student employee have doubts about practical work, or any aspect of their operation, they should discuss these issues immediately with their line manager and/or industrial supervisor for resolution. If doubts continue after discussion within the company employees, they should raise issues with their academic supervisor.

Agree? Yes/No (*delete as appropriate*)

Confirmation by student: _____ *please initial to confirm*

Section 5: Assessment

The 80-credit industrial placement will be academically assessed by the following 2 outputs:

1. The student employee will complete a **final report** that is written in a format that has been approved by the industrial supervisor, taking into consideration any IP or confidentiality issues. This assessment is normally submitted and marked by the academic and industrial supervisor in advance of the final meeting. This assessment is weighted at 25 %, and the marks awarded will be discussed with the student employee at the final meeting.
2. A **skills matrix report** which indicates progress and performance of the student across a range of categories will be used to assess the overall day-to-day performance of the student employee. The student employee should meet mid-way through the placement with their industrial supervisor to review their progress, completing a mid-term skills matrix report, to indicate areas of good performance and equally to highlight any areas for improvement. The industrial supervisor should send the mid-term skills matrix report to the academic supervisor. A final, new, version of the skills matrix report should be completed by the industrial supervisor to reflect the student employee's performance over the full industrial placement period. Only the **final** skills matrix report will contribute to the assessment, and is weighted at 75 %. Marks awarded will be discussed with the student employee at the final meeting. *(Note If there is a **significant** decrease in performance between student employee's mid-term and final skills matrix scores, the issues should have been noted previously in discussion with the student employee, the industrial supervisor and academic supervisor. All significant issues need to be raised with the academic supervisor at the time the matter is identified, with the aim of providing additional academic support).*

Additionally, the student must also complete a literature review (as part of their CH450 module). This piece of work should still be completed within the industrial placement, and the assessment is completed by the academic supervisor.

The student employee is also expected to undertake a distance learning module which covers 2 – 10 credit modules at SQA level 10. This assessment is removed from the placement experience, will be managed, organized, and assessment by members of staff within the University

Section 6: Any additional comments?

It is important to raise any issues at this stage in the placement process, and equally if issues arise as the placement progresses. If issues or difficulties arise as the placement progresses, the academic supervisor should be contacted at the earliest opportunity. If issues do arise it is most likely that we can work together to provide suitable support to find solutions so please keep your academic supervisor in the loop.

Confirm agreement by industrial supervisor _____ *please initial here*

Confirmation by student employee _____ *please initial here*

Note any additional comments by the industrial supervisor here:

Signature of Industrial Supervisor

Note any additional comments by the student employee here:

Signature of Student

Note any additional comments by the academic supervisor here:

Signature of Academic Supervisor

The form should be returned to

Student's Contact Details:

Laureen Sykes

Industrial Placement Office

Department of Pure and Applied Chemistry

Strathclyde University

295 Cathedral St.

Glasgow G1 1XL

Tel. and/or e-mail

Please note this accommodation address on placement is required by the Department for any correspondence.