**Weekly Timesheet: Week start\_date – end\_date (10:00 AM - 1:00 PM)**



| **Day** | **Session/Activity** | **Facilitator** | **Time** | **Notes/Comments** |
| --- | --- | --- | --- | --- |
| **Monday** | Health and Safety in the Workplace | Omar Rahim | 10:00 - 11:00 AM | Introduction to workplace health and safety |
|  | Risk Assessment  Learners to understand what a risk assessment is and what the risk assessment hierarchy is. |  | 11:00 - 12:00 PM | Practical risk assessment exercises |
|  | Learners to provide a risk assessment related to the location of work. |  | 12:00 - 1:00 PM |  |
| **Tuesday** | Manual Handling  Learners to gain the understanding of basic manual handling and how to risk assess what they are about to move. | Omar Rahim | 10:00 - 11:30 AM | Safe manual handling techniques |
|  | Mobility Needs & Moving/Assisting  Learner is to learn how to plan a lift and organise the route and the end point location. |  | 11:30 - 1:00 PM | Practical session on mobility and assistance |
| **Wednesday** | Creating HSC-centered CVs  Learner to create a direct CV and understand the main skills and qualities they need to put in. | Omar Rahim | 10:00 - 11:30 AM | Writing CVs for health and social care roles |
|  | Completing Employment Application Forms.  Learners to learn how to research a company they want to apply for and provide information on the job description is looking for. |  | 11:30 - 1:00 PM | Hands-on activity on filling application forms |
| **Thursday** | Developing Employability and Soft Skills | Omar Rahim | 10:00 - 11:30 AM | Focus on communication, teamwork, and problem-solving |
|  | Preparing for Interviews.  Learners to watch on-line videos to gain an understanding of how to prep for an interview,  What questions they should be asking,  What clothes to wear and  How to make a good first impression. |  | 11:30 - 1:00 PM | Mock interviews and feedback |
| **Friday** | Exploring Onward Progression Routes.  Learners to gain information about progression and promotion paths within the care sector and understand the employability skills they are to develop. | Omar Rahim | 10:00 - 11:30 PM | Discussion on career pathways |
|  | Review & Quiz: Health and Safety + Employment Readiness.  Learners to complete a quiz to underpin historic learning and show what they have gained over the past week. |  | 11:30 – 1:00 PM | Recap and quiz to assess learning |
|  | | | | |

**Attendance Register Declaration (Monday - Friday)**

I, **learner\_name** confirm I have attended the scheduled sessions from **start\_date** to **end\_date** as outlined in the weekly timetable. I understand that accurate attendance is important for the completion of this programme.

| **Day** | **Date** | **AM** | **PM** | **Learner Signature** |
| --- | --- | --- | --- | --- |
| **Monday** | start\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Tuesday** | tu\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Wednesday** | we\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Thursday** | th\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Friday** | end\_date | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |

**Learner Declaration:**I confirm that the information above is correct and that my attendance has been accurately recorded for this week.

**Learner Name:** learner\_name  
**Signature:** learner\_signature  
**Date:** date

**Strictly the following section is limited to Tutors use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tutor Declaration:**  
I confirm that the information above is correct and that the learner attendance has been accurately recorded for this week.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tutor Name:** | **Mr. Omar** | **Dr. Akram** | **Mrs. Sarah** |
| **Signature:** |  |  |  |
| **Date** |  |  |  |
| **Tutor Comments (Discuss attendance, punctuality and timekeeping)** | **Comments to be given**  **here** |  |  |