



## WORK PLACEMENT TIME SHEET

The student fills in the time sheet and submits it to their supervising teacher. The placement organisation attaches the time sheet to their invoice.

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| Student: | Student number: |
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Placement organisation: \_\_\_\_\_ Unit: \_\_\_\_\_ Study module: \_\_\_\_\_

Supervising teacher: \_\_\_\_\_ Placement dates: \_\_\_\_\_ Credits: \_\_\_\_\_

Placement supervisor: \_\_\_\_\_ Supervisor's email: \_\_\_\_\_ Supervisor's telephone: \_\_\_\_\_

| Week   | Mon    | Tue    | Wed    | Thu    | Fri    | Sat    | Sun    |
|--------|--------|--------|--------|--------|--------|--------|--------|
| Week:  |        |        |        |        |        |        |        |
| Dates: | Hours: | Hours: | Hours: | Hours: | Hours: | Hours: | Hours: |
| Week:  |        |        |        |        |        |        |        |
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| Week:  |        |        |        |        |        |        |        |
| Dates: | Hours: | Hours: | Hours: | Hours: | Hours: | Hours: | Hours: |

Hours, total \_\_\_\_\_ Days, total \_\_\_\_\_ Protective clothing \_\_\_\_\_

Date: \_\_\_ / \_\_\_ 20\_\_\_

Supervisor's signature:

\_\_\_\_\_

**INSTRUCTIONS FOR STUDENTS**

- The work placement time sheet is kept at the placement unit. Please note down the shifts you have worked (e.g. 9:00-17:00) as well as the total number of hours worked each day.
  - If you are ill and cannot attend, please note down 'ill' on the time sheet. If you attend lectures or have to be away due to your studies, please note down 'school' on the time sheet. If you are required to wear scrubs or protective clothing, note down 'PC' next to the hours worked.
  - When making corrections to the time sheet, please use a red pen. Make sure the original shift is legible.
  - After completing the placement, write down the total number of hours worked.
  - On your last day, please request a signature from your placement supervisor and provide them with a copy of the completed time sheet.
  - Submit the original time sheet to your teacher along with the placement assessment form.
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**INSTRUCTIONS FOR PLACEMENT SUPERVISORS**

- Please attach the time sheet to your invoice. If you wish to be reimbursed for mileage, please submit information on the length of the journeys undertaken with the student.
- Invoicing address: Diakonia-ammattikorkeakoulu Oy, PL 889, 00026 BASWARE
- Email invoicing address: [ostolaskut.diak@bscs.basware.com](mailto:ostolaskut.diak@bscs.basware.com)
- E-invoice address: 003701157763
- Operator ID: BAWCFI22
- Business ID: 0115776-3