

Methodological tool: Attendance record

Number of methodological Tool	EUPA_LO_085_M_001
Work Area Code and Title	WA 11: HR Issues
Unit Code and Title	3.22 Possess the knowledge and skills to accomplish basic tasks related to HR issues
Learning Outcome Number and Title	LO085 Demonstrate ability to accomplish basic and administrative tasks related to HR, such as holiday and overtime issues.
Objective of the methodological tool	The aim of this exercise is for the learners to apply gained knowledge for the current situation of their job, to present their ability to develop a simple attendance record that is best suited for the needs of current company and explain it to others Also they will learn how to structure personnel records
Approximate Time needed for the completion of this exercise	10 min – designing the outline of the tool 15 -30 min – presentation of designs and discussion (time based on the number of learners)
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> 1. Ask participants to outline a design of an attendance sheet that would be used in their current work 2. Remind them that the design should take into account the needs and the size of the company and the type of work of the employees 3. Ask learners to present and explain their designs to others – others can comment 4. Ask them to work in groups to create a template for personnel records, i.e. a structure outlining what is going to be included
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A

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