Stage 2 Workplace Practices

Report on performance as a personal carer

Section A is to be completed by the teacher. Section B is to be completed by a qualified person such as a social worker, Child and Youth Health nurse, mentor, or medical professional, and, if possible, discussed with the student. The details provided will contribute to the assessment of the student’s achievements in the SACE subject called Workplace Practices.

Please return this form to the student’s school (see contact details below).

Section A

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student’s name |  | | | | | | |
| Student’s school | |  | | | | | |
| Name of contact teacher | | | | |  | | |
| Address of school | | | |  | | | |
| School telephone | | |  | | | School facsimile |  |

Section B

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of person completing this report | | |  | | | |
| Organisation | |  | | | | |
| Role |  | | | | Telephone |  |
| Dates of the student’s learning in the workplace | | | |  | | |

Tasks performed by the student

*Tick the appropriate boxes as a general report on the student’s time in the workplace.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| This student: | always | usually | sometimes | rarely | never | not applicable to this workplace | For school use only |
| responded promptly to the needs of the client/relative |  |  |  |  |  |  | A1 |
| checked that the clothing of the client/relative was appropriate for given circumstances |  |  |  |  |  |  | A1 |
| was involved in the learning of the client/relative |  |  |  |  |  |  | A2 |
| asked relevant questions in acting as personal carer |  |  |  |  |  |  | KU1  KU2 |
| considered advice that professionals gave |  |  |  |  |  |  | KU1  KU2 |
| applied personal caring skills appropriately |  |  |  |  |  |  | A1  A2 |
| (If applicable) showed initiative in applying known procedures to unfamiliar tasks |  |  |  |  |  |  | A2 |
| related well to the client/relative |  |  |  |  |  |  | A1 |
| related well to support staff |  |  |  |  |  |  | A1 |
| related well to other carers |  |  |  |  |  |  | A1 |
| was consistent in the care of the client/relative |  |  |  |  |  |  | A2 |
| worked effectively on individual and/or group tasks |  |  |  |  |  |  | A1 |
| showed awareness of safety aspects relevant to personal caring |  |  |  |  |  |  | A1  KU2 |
| was sensitive to the needs of the client/relative in a group environment |  |  |  |  |  |  | A1  KU1 |
| showed understanding of personal caring |  |  |  |  |  |  | KU1 |

General comments on the student’s performance as a personal carer

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of person completing this report |  | Date |  |