Stage 1 Workplace Practices

Workplace Supervisor’s Report

This form deals with the student’s performance in a workplace. Section A is to be completed by the teacher before the student begins the work placement. Section B is to be completed by an employer or a supervisor from the workplace. 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 |
| was suitably dressed |  |  |  |  |  |  | A2 |
| was eager to learn and participate |  |  |  |  |  |  | A2 |
| arrived on time for the start of the work day, and returned to work on time after breaks |  |  |  |  |  |  | A2 |
| showed awareness of safety aspects relevant to this workplace |  |  |  |  |  |  | A1 |
| related well to other workers, customers, and clients |  |  |  |  |  |  | IC1  A3 |
| worked effectively on group tasks |  |  |  |  |  |  | A3 |
| worked effectively on individual tasks |  |  |  |  |  |  | A3 |
| displayed good time management in carrying out tasks |  |  |  |  |  |  | A2 |
| followed directions |  |  |  |  |  |  | A2 |
| could be relied on to do the job |  |  |  |  |  |  | A1 |
| applied appropriate work skills effectively |  |  |  |  |  |  | A1  A2 |
| asked questions relevant to the workplace or task |  |  |  |  |  |  | IC1 |
| made appropriate suggestions relevant to the workplace or task |  |  |  |  |  |  | A1 |
| was sensitive to the needs of this workplace |  |  |  |  |  |  | A1 |
| initiated appropriate discussion about work in this industry and this workplace |  |  |  |  |  |  | IC2 |
| showed interest in working in this industry in the future |  |  |  |  |  |  | IC2 |

General comments on the student’s performance in the workplace

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