



Australian Government



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Career Advice Australia



Linking Schools with Industry

METAL & ENGINEERING WORKPLACEMENT EMPLOYER ASSESSMENT OF STUDENT

NAME OF STUDENT: _____

STUDENT'S SCHOOL: _____

NAME OF ORGANISATION: _____

ADDRESS: _____

PERIOD OF WORK: From _____ to _____ DAYS ABSENT: _____

GENERAL ASSESSMENT:

RATING (Please circle the appropriate point of the scale.)

	POOR				EXCELLENT
1. CONDUCT AND COURTESY	1	2	3	4	5
2. PERSONAL GROOMING	1	2	3	4	5
3. PUNCTUALITY	1	2	3	4	5
4. WILLINGNESS TO LEARN	1	2	3	4	5
5. INITIATIVE SHOWN	1	2	3	4	5
6. ABILITY TO FOLLOW DIRECTIONS	1	2	3	4	5
7. ABILITY TO COOPERATE WITH OTHER WORKERS	1	2	3	4	5
8. QUALITY OF WORK (according to workplace standards)	1	2	3	4	5
9. APTITUDE FOR THIS KIND OF WORK	1	2	3	4	5

COMMENTS REGARDING THE STUDENT:

Also funded by the Board of Vocational Education & Training, Supported by Fairfield City Council.

SUPERVISOR'S REPORT ON INDUSTRY SPECIFIC COMPETENCIES

While on workplacement, students are required to complete tasks that are related to competencies from the Metal & Engineering national training package. Tasks should involve:

- I. instruction and demonstration given by the supervisor
- II. various opportunities to practise and satisfactorily complete set tasks

Please initial the appropriate column to indicate the tasks completed by the student on this placement.

Worksite Induction/Orientation	Completed
Pre-placement phonecall or interview successfully completed.	
Workplace tour and instructions completed (introduction to staff, location of facilities, OHS and other employee responsibilities, etc.)	

Tasks Completed:

Apply principals of Occupational Health & Safety (OH&S) in work environment	Satisfactory	Not yet satisfactory	N/A
Follow safe work practices			
Report workplace hazards			
Follow emergency procedures			

Work with others in a manufacturing, engineering or related environment	Satisfactory	Not yet satisfactory	N/A
Identify roles and responsibilities			
Plan activities			
Work with others			

Apply quality procedures	Satisfactory	Not yet satisfactory	N/A
Take responsibility for own quality			
Apply standard procedures of workplace quality to own job			

Plan to undertake a routine task	Satisfactory	Not yet satisfactory	N/A
Identify task requirements			
Plan steps required to complete task			
Review plan			

Apply quality systems	Satisfactory	Not yet satisfactory	N/A
Work within a quality system			
Engage in quality improvement			

Apply quality procedures	Satisfactory	Not yet satisfactory	N/A
Take responsibility for own quality			
Apply standard procedures of workplace quality to own job			

Perform computations	Satisfactory	Not yet satisfactory	N/A
Determine work requirement			
Perform calculations			
Produce charts and graphs from given information			

Interpret technical drawing	Satisfactory	Not yet satisfactory	N/A
Interpret and select technical drawing			

Use hand tools	Satisfactory	Not yet satisfactory	N/A
Use hand tools			

Use power tools/hand held operations	Satisfactory	Not yet satisfactory	N/A
Use power tools			

Perform engineering measurements	Satisfactory	Not yet satisfactory	N/A
Select appropriate device or equipment			
Obtain measurements using a range of measuring devices			
Maintain measuring devices			
Communicate measurements as required			

Perform manual production assembly	Satisfactory	Not yet satisfactory	N/A
Read and understand job sheets			
Select assembly equipment and components			
Assemble components			
Perform tests			
Protect assembly from damage			

Perform sheet and plate assembly	Satisfactory	Not yet satisfactory	N/A
Read and understand job sheets			
Select and use sheet and plate assembly equipment			
Assemble fabrications			
Protect assembly from damage			

Perform routine oxy acetylene welding	Satisfactory	Not yet satisfactory	N/A
Identify weld requirements			
Prepare materials for welding			
Prepare equipment for welding			
Perform routine welding using oxy acetylene			

Perform brazing and/or silver soldering	Satisfactory	Not yet satisfactory	N/A
Prepare materials and equipment			
Braze and/ or silver solder			
Inspect joints			

Perform routine manual metal arc welding	Satisfactory	Not yet satisfactory	N/A
Identify weld requirements			
Prepare materials for welding			
Prepare equipment for welding			
Perform routine welding using MMAW			

Use workshop machines for basic operations

	Satisfactory	Not yet satisfactory	N/A
Identify job requirements			
Set up machine			
Operate machine			
Check finished component			

SIGNED: _____ POSITION: _____

NAME: (Please print) _____ DATE: _____