



Australian Government



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Career Advice Australia



Linking Schools with Industry

CONSTRUCTION WORKPLACEMENT EMPLOYER ASSESSMENT OF STUDENT

NAME OF STUDENT: _____

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	1	2	3	4	5
2. PUNCTUALITY	1	2	3	4	5	1	2	3	4	5
3. WILLINGNESS TO LEARN	1	2	3	4	5	1	2	3	4	5
4. INITIATIVE SHOWN	1	2	3	4	5	1	2	3	4	5
5. ABILITY TO FOLLOW DIRECTIONS	1	2	3	4	5	1	2	3	4	5
6. ABILITY TO COOPERATE WITH OTHER WORKERS	1	2	3	4	5	1	2	3	4	5
7. QUALITY OF WORK (according to workplace standards)	1	2	3	4	5	1	2	3	4	5
8. APTITUDE FOR THIS KIND OF WORK	1	2	3	4	5	1	2	3	4	5
9. PERFORM ALL CLEANING DUTIES	1	2	3	4	5	1	2	3	4	5

COMMENTS REGARDING THE STUDENT:

SIGNED: _____ POSITION: _____

NAME: (Please print) _____ DATE: _____

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

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SUPERVISOR'S REPORT ON INDUSTRY SPECIFIC COMPETENCIES

The following units of competency are taken from the Construction national training package, Level 2 competencies. Student achievement of competencies while on workplacement should involve:

- I. instruction given by the supervisor
- II. various opportunities to practise and satisfactorily complete set tasks
- III. the supervisor's observation of the student

Please initial the appropriate column to indicate the result achieved by the student on this placement.

Tasks Completed:

Carry out interactive workplace communications	Satisfactory	Not yet satisfactory	N/A
Carry out face-to-face routine communication			
Work with others			
Participation in simple on-site meeting processes			

Carry out OH&S requirements	Satisfactory	Not yet satisfactory	N/A
Use safe work practices to carry out work			
Assume responsibility of safety of self and others			
Use 240v power supply safely			
Adhere to emergency procedures			

Carry out measurements and calculations	Satisfactory	Not yet satisfactory	N/A
Obtain measurements			
Perform simple calculations			
Estimate approximate quantities			

Plan and organise work	Satisfactory	Not yet satisfactory	N/A
Demonstrate safe and efficient sequence of work			

Handle construction materials and safe disposal of waste	Satisfactory	Not yet satisfactory	N/A
Correctly manual handle, sort and stack construction material			
Handle and remove waste			

Use simple levelling device	Satisfactory	Not yet satisfactory	N/A
Set up and use levelling device			
Transfer heights with straight edge and spirit level			
Maintain given level or specified slope with boning rods			

Use hand and power tools	Satisfactory	Not yet satisfactory	N/A
Identify, select and use hand and power tools			

Read and Interpret plans	Satisfactory	Not yet satisfactory	N/A
Identify types of drawings and their functions			
Recognise commonly used symbols and abbreviations			
Locate and identify key features on a site plan			
Determine drainage requirements			
Recognise amendments			
Read and interpret specifications			

Use small plant and equipment	Satisfactory	Not yet satisfactory	N/A
Identify and use plant and equipment			

Drain/de-water site	Satisfactory	Not yet satisfactory	N/A
Plan and prepare work			
Position sedimentation control			
Remove surface water			
Construct sump/wells			
Remove water from sumps/wells, trenches and pits			

Carry out manual excavations	Satisfactory	Not yet satisfactory	N/A
Select tools and equipment			
Dig small excavations by hand			
Clean out excavation			
Erect safety equipment			

Spread and Compact materials manually	Satisfactory	Not yet satisfactory	N/A
Plan and prepare job			
Spread and compact materials			

Carry out concreting to simple forms	Satisfactory	Not yet satisfactory	N/A
Erect and strip simple formwork			
Place and tie reinforcement			
Place concrete			



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INDUSTRY INDUCTION / ORIENTATION CONSTRUCTION

According to industry and course requirements, students must complete Occupational Health & Safety training prior to the commencement of workplacement. Employers are asked to assist the students in this training by providing specific information relating to their particular worksite.

It is expected that each student will be given some form of induction or orientation in their particular industry workplace upon arrival, or prior to presenting for their first period of workplacement. The exact form, timing and duration of this orientation will be a matter of negotiation between the school coordinator and the workplace supervisor. It is expected however that, as a minimum, the following will be included:

- basic understanding of the activities undertaken by the organisation;
- basic understanding of the management structure of that particular organisation;
- understanding of work behaviour requirements and expectations;
- understanding of required dress standards applicable to the job and workplace;
- knowledge of safety requirements applicable to the job and workplace;
- knowledge of applicable procedures in case of accident, emergencies, etc;
- location of facilities, toilets, change rooms, exits, etc as applicable;
- knowledge of start/finish times, work break times, work routines etc;
- knowledge of procedure to follow and the person to notify in the event of non-attendance due to illness, misadventure, etc;
- introduction to people with whom the student will be directly working;
- knowledge of the person to consult in the event of problems occurring, etc;

This induction/orientation will help to ensure the safety of the student, as well as assisting him/her in making a quick and efficient transition into the workplace environment.

Industry induction/orientation completed:

Employer's name: _____

Position: _____

Organisation: _____

Signature: _____ Date: _____

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