



Australian Government



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Career Advice Australia



Linking Schools with Industry

ENTERTAINMENT 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:

SIGNED: _____ POSITION: _____

NAME: (Please print) _____ DATE: _____

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 Entertainment 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 orientation completed (introduction to staff, location of facilities, OHS and other employee responsibilities, etc.)	

Tasks Completed:

Work with colleagues and customers	Satisfactory	Not yet satisfactory	N/A
Communicate in the workplace			
Provide assistance to internal and external customers			
Maintain personal presentation standards			
Work in a team			

Work in a socially diverse environment	Satisfactory	Not yet satisfactory	N/A
Communicate with customers and colleagues from diverse backgrounds			
Deal with cross cultural misunderstandings			

Follow health, safety and security procedures	Satisfactory	Not yet satisfactory	N/A
Follow workplace procedures on health, safety and security			
Deal with emergency situations			
Maintain safe personal presentation standard			
Provide feedback on health, safety and security			

Communicate on the telephone	Satisfactory	Not yet satisfactory	N/A
Respond to incoming telephone calls			
Make telephone calls			

Front of House	Satisfactory	Not yet satisfactory	N/A
Respond positively to patrons			
Sell products / services to patrons			

Usher patrons			
Provide security services			

Music	Satisfactory	Not yet satisfactory	N/A
Develop and update music industry knowledge			
Move & set up instruments and equipment			
Record sound			
Edit sound using analogue systems			
Use and adapt to changes in technology			

Venues	Satisfactory	Not yet satisfactory	N/A
Assist with lighting or sound operation			
Assist with stage management			
Perform as part of stage crew			
Bump in the Show			
Bump out the show			

Performers	Satisfactory	Not yet satisfactory	N/A
Assist in making costumes			
Assist in making sets			
Design, apply and remove makeup			

Set Construction	Satisfactory	Not yet satisfactory	N/A
Carry out manual soldering & desoldering			
Perform routine manual metal arc welding and / or gas metal arc welding			
Use hand tools			
Use power tools / hand held operation			

SIGNED: _____ POSITION: _____

NAME: (Please print) _____ DATE: _____