



Australian Government



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Career Advice Australia



Linking Schools with Industry

HOSPITALITY 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 Hospitality 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			

Follow workplace hygiene procedures	Satisfactory	Not yet satisfactory	N/A
Follow hygiene procedures			
Identify and prevent hygiene risks			

Organise and prepare food	Satisfactory	Not yet satisfactory	N/A
Prepare equipment for use			
Assemble and prepare ingredients for menu items			
Prepare dairy, dry goods, fruits and vegetables			
Prepare meat, seafood and poultry			

Present food	Satisfactory	Not yet satisfactory	N/A
Prepare food for service			
Portion and plate food			
Work in a team			

Receive and store stock	Satisfactory	Not yet satisfactory	N/A
Take delivery of stock			
Store stock			
Rotate and maintain stock			

Clean and maintain premises	Satisfactory	Not yet satisfactory	N/A
Clean, sanitise and store equipment			
Clean and sanitise premises			
Handle waste and linen			

Use basic methods of cookery	Satisfactory	Not yet satisfactory	N/A
Select and use cooking equipment			
Apply methods of cookery			

Implement food safety procedures	Satisfactory	Not yet satisfactory	N/A
Identify food safety hazards and risks			
Identify critical control points in the food production system, using the HACCP method			
Implement the enterprise HACCP plan			

Prepare appetisers and salads	Satisfactory	Not yet satisfactory	N/A
Prepare and present salads and dressing			
Prepare and present a range of hot and cold appetisers			
Apply organisational skills for workflow planning and preparation			
Store appetisers and salads			

Prepare sandwiches

	Satisfactory	Not yet satisfactory	N/A
Prepare and present a variety of sandwiches			
Apply organisational skills for workflow planning and preparation			
Store sandwiches			

Prepare stocks and sauces

	Satisfactory	Not yet satisfactory	N/A
Prepare and store stocks, glazes and essences required in menu items			
Prepare and store sauces required in menu items			
Store and reconstitute sauces			

Prepare soups

	Satisfactory	Not yet satisfactory	N/A
Identify and classify types of soups			
Prepare and store soups required in menu items			
Reconstitute soups			

Prepare vegetables, eggs and farinaceous dishes

	Satisfactory	Not yet satisfactory	N/A
Prepare vegetable dishes			
Prepare farinaceous dishes			
Prepare and cook dishes containing eggs			
Store vegetables, eggs and farinaceous foodstuffs			

SIGNED: _____ POSITION: _____

NAME: (Please print) _____ DATE: _____