



Australian Government



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Career Advice Australia



Linking Schools with Industry

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

## SUPERVISOR'S REPORT ON INDUSTRY SPECIFIC COMPETENCIES

While on workplacement, students are required to complete tasks that are related to competencies from the Information Technology 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 phone call or interview successfully completed.	
Workplace tour and instructions completed (introduction to staff, location of facilities, OHS and other employee responsibilities, etc.)	

### Tasks Completed:

<b>Follow workplace safety procedures</b>	Satisfactory	Not yet satisfactory	N/A
Follow workplace safety procedures			
Contribute to occupational health and safety in the workplace			

<b>Communicate in the workplace</b>	Satisfactory	Not yet satisfactory	N/A
Establish contact with clients			
Process information			

<b>Operate a personal computer</b>	Satisfactory	Not yet satisfactory	N/A
Start the computer			
Access basic system information			
Navigate and manipulate desktop environment			
Organise basic directory/folder structure and files			
Organise files for user and/or organisation requirements			
Print information			
Shut down computer			

<b>Design organisational documents using commercial computing packages</b>	Satisfactory	Not yet satisfactory	N/A
Design documents to meet organisational requirements			
Access, retrieve and manipulate data			

<b>Operate computing packages</b>	Satisfactory	Not yet satisfactory	N/A
Use appropriate software			
Access, retrieve and manipulate data			
Access and use help functions within each application			
Use keyboard and equipment			

<b>Operate computer hardware</b>	Satisfactory	Not yet satisfactory	N/A
Identify computer hardware components			
Understand the inter-relationship between computer hardware and software			
Use computer input equipment			

<b>Integrate commercial computing packages</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Determine work requirements			
Produce required data/documents to new format			
Save and retrieve data with the aid of help functions			

<b>Use computer operating system</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Configure operating system			
Use operating system			
Optimise operating system			
Support input and output devices			

<b>Work effectively in an IT environment</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Identify IT in an organisation and related relevant policies and procedures			
Identify IT equipment, software and operating systems used by the organisation			

<b>Create user documentation</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Determine documentation standards and requirements			
Produce user documentation			
Review and obtain sign-off			

<b>Install and optimise operating system software</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Determine function of operating systems			
Obtain operating system			
Install, configure and optimise operating system			
Provide instruction to meet new software requirements			

<b>Provide advice to clients</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Analyse client support issues			
Provide advice on software, hardware or network			
Obtain client feedback			

<b>Care for computer hardware</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Establish safe work practices			
Establish location requirements for hardware and peripherals			
Establish maintenance practices			
Determine appropriate hardware quality standards			

<b>Run standard diagnostic tests</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Operate systems diagnostics			
Scan system for viruses			

<b>Use development software and IT tools to build a basic website</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Select and analyse website structure and development tools			
Begin site construction			
Complete and validate website construction and content			