



Australian Government



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Career Advice Australia



Linking Schools with Industry

## PRIMARY INDUSTRIES 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.

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

### Tasks Completed:

<b>Install, maintain and repair fencing</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Prepare for fencing work			
Carry out fence installation, repair and maintenance			
Complete fencing work			

<b>Treat weeds</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Prepare to treat weeds			
Treat weed			
Carry out post treatment operations			

<b>Follow OHS procedures</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Follow workplace procedures for hazard identification and risk control			
Observe safe practices during work operations			
Participate in arrangements for maintaining health and safety of all people in the workplace			
Provide feedback on health, safety and security			

<b>Observe environmental work practices</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Follow environmental workplace practices			
Contribute to improved environmental work practices			
Recognise and report on a potential environmental threat			
Maintain environmental records			

<b>Participate in workplace communications</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Follow routine spoken messages			
Perform workplace duties following routine written notices			
Obtain and provide information in response to workplace requirements			
Complete relevant work related documents			
Participate in workplace meetings and discussions			

<b>Provide basic first aid</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Assess the situation			
Apply basic first aid techniques			

<b>Work effectively in the industry</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Obtain information about the industry			
Observe employment requirements			
Accept responsibility for quality of own work			
Plan own work			
Promote workplace co-operation			
Contribute to a productive work environment			
Undertake an activity to workplace requirements			

<b>Apply chemicals under supervision</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Follow instructions to check and maintain application and personal protective equipment			
Use application and personal protective equipment			
Apply chemicals			
Follow instructions to empty and clean equipment and containers according to directions			
Complete chemical records			
Transport, handle and store chemicals according to instructions and legislative requirements			

<b>Undertake operational maintenance of machinery</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Prepare for maintenance			
Perform scheduled maintenance			
Complete maintenance activities			

<b>Operate machinery and equipment</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Prepare machinery and equipment for use			
Operate machinery and equipment			
Check and complete machinery and equipment operation			

<b>Operate tractors</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Prepare tractor for operation			
Operate tractor			
Complete and check tractor operation			

<b>Operate ride-on vehicles</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Prepare ride-on vehicle for operation			
Operate ride-on vehicle			
Complete and check ride-on vehicle operation			

<b>Muster and move livestock</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Prepare for muster			
Carry out muster			
Move livestock			

<b>Pen sheep</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Provide continuous supply of sheep to shearers			
Keep mobs separate			
Prevent contamination of wool			

<b>Handle livestock using basic techniques</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Prepare for handling livestock			
Handle livestock			
Complete handling procedures			

<b>Prepare livestock for competition</b>	<b>Satisfactory</b>	<b>Not yet satisfactory</b>	<b>N/A</b>
Follow instructions to prepare livestock for showing			
Handle and groom livestock prior to competition			
Present livestock			

SIGNED: \_\_\_\_\_ POSITION: \_\_\_\_\_

NAME: (Please print) \_\_\_\_\_ DATE: \_\_\_\_\_