

### Work Placement Supervisor Report

**This form to be completed for every student undertaking work placement**

To be completed during/after the student’s work placement. Upon completion of work placement the student must return this form to Rose Ward.

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| **Student name:** | **Work placement provider:** |
| **Name of person completing this form:** | **Phone number:** |
| **Role:** | **Dates of placement:** |
| **Description of tasks performed:** | **Teacher’s name:** Branden Hill |

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| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent** | **Very Good** | **Satisfactory** | **Unsatisfactory** |
| Maintaining good timekeeping | 🞏 | 🞏 | 🞏 | 🞏 |
| Working independently while under general direction | 🞏 | 🞏 | 🞏 | 🞏 |
| Meeting deadlines | 🞏 | 🞏 | 🞏 | 🞏 |
| Personal presentation | 🞏 | 🞏 | 🞏 | 🞏 |
| Adhering to health, safety and other relevant regulations | 🞏 | 🞏 | 🞏 | 🞏 |
| Demonstrating effective personal communication skills | 🞏 | 🞏 | 🞏 | 🞏 |
| Demonstrating effective interpersonal communication skills | 🞏 | 🞏 | 🞏 | 🞏 |
| Demonstrating effective technological communication skills | 🞏 | 🞏 | 🞏 | 🞏 |
| Demonstrating critical and creative thinking | 🞏 | 🞏 | 🞏 | 🞏 |

Please tick one box in each section of the communication, application, knowledge and understanding which best describes your work placement student.

|  |  |  |
| --- | --- | --- |
| Comments | | |
| Communication | **Detailed** and well-constructed communication of a range of industry knowledge, work skills, and/or workplace learning experiences.  **Well-constructed** communication of industry knowledge, work skills, and/or workplace learning experiences.  **Informed** communication of industry knowledge, work skills and/or workplace learning experiences.  **Partial** communication of some aspects of industry knowledge and workplace skills.  **Limited** attempt to communicate on one or more aspects of industry knowledge, work skills, and/or a workplace learning experience. | 🞏  🞏  🞏  🞏  🞏 |
| Knowledge and Understanding | **In-depth** knowledge and understanding of industry and work.  **Informed level** of knowledge and understanding of industry and work. **Competent level** of knowledge and understanding of industry and work.  **A narrow understanding** of knowledge and understanding of industry and work.  **Limited** knowledge and understanding of work. | 🞏  🞏  🞏  🞏  🞏 |
| Application | **Advanced** application of extensive work as required  **Sound** knowledge application of broad work and workplace **Effective** application of work as required  **Basic** application of work as required  **Limited** application of work as required | 🞏  🞏  🞏  🞏  🞏 |

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| Employer/Supervisor’s comments: |
|  |
| |  |  |  | | --- | --- | --- | |  |  |  | | Signature of Work placement Supervisor | **Teacher’s Signature** | **Student’s Signature** | |  |  |  | |