EMPLOYER ASSESSMENT REPORT

If appropriate, mark more than one square in each of the following groups.

Attitude to the Job
- Enthusiastic
- Interest
- Appears indifferent

Persistence to tasks given
- Highly motivated
- Persistent
- Needs encouragement
- Not applicable to this position

Appearance and dress for job requirements
- Appropriate
- Well groomed and neatly dressed
- Inappropriate

Punctuality
- Always on time
- Satisfactory
- Unsatisfactory

Ability to work with others
- Shows flexibility
- Works well in a team environment
- Prefers to work alone

Ability to communicate
- Outstanding communication skills
- Communicates well
- Has difficulty

Ability to work independently
- Shows initiative
- Readily seeks further advice
- Waits to be told what to do
- Not applicable to this position

Ability to follow instructions
- Shows good understanding
- Willing to seek clarification
- Needs close supervision

Adjustment to the work environment
- Settled immediately
- Settled in well after a while
- Found difficulty throughout

Attention to safety
- Excellent
- Adequate
- Could take more care

Completed Workplace induction / WHS Training
- Yes
- No

BUSINESS INDUSTRY AUDIT

Knowledge/Skills

<table>
<thead>
<tr>
<th>Industry Knowledge</th>
<th>Not Applicable</th>
<th>Developing</th>
<th>Satisfactory</th>
<th>Highly developed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow enterprise WHS procedures</td>
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</tbody>
</table>

Skills:
- 
- 
- 
- 

Optional additional comments regarding the student’s work placement performance:

__________________________

Supervisor’s Name: ________________________  Position: ________________________  Signature: ________________________  Date: ________________________

Thank you for your assistance in helping our students to achieve industry standards.

Please complete the Employer Survey/Questionnaire to indicate your level of satisfaction with the training this student has received during the VET in Schools course.
<table>
<thead>
<tr>
<th>Day</th>
<th>Activities undertaken &amp; Tools / Equipment used</th>
<th>Employers Comments / Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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<tr>
<td>Tuesday</td>
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<td>Wednesday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
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</tbody>
</table>

School Name: MacKillop Catholic College

Student Name: __________________________.
Workplace Employer: ______________________.
Workplace Address: ________________________.
Supervisor: ______________________________.
Telephone: ______________________________ Fax: __________________________.
Email: ________________________________

Dates of work placement: __/__/20 to __/__/20.

To be completed on the first day during workplace induction:
I understand that during this vocational placement I may have access to information which is private and confidential. I agree that I will not convey to any person outside the host employer’s workplace any knowledge or information of a confidential nature which is gained in the course of this vocational placement.

I will at all times show loyalty towards the host employer.

I understand the seriousness of any breach of this Confidentiality Agreement.

I have checked with the employer regarding permission to take of photographs of my work and the equipment I am using so I can use them in my secure online work placement journal to enhance my learning.

Student signature: __________________________ Date: __/__/20
Employer signature: __________________________ Date: __/__/20

School Emergency Contact: 43929399 or 0408272450

Diocese of Broken Bay
RTO: 90488

Catholic Schools Office – Diocese of Broken Bay