EMPLOYABILITY SKILLS SUMMARY

During work placement, this student is working towards developing the following industry specific employability skills. Please indicate the student's level of progress by placing a (+) tick in the appropriate column:

- D = Developing
- S = Satisfactory
- HD = Highly Developed

<table>
<thead>
<tr>
<th>EMPLOYABILITY SKILL</th>
<th>INDUSTRY ENTERPRISE REQUIREMENTS FOR Certificate II in Kitchen Operations SIT20312 include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION</td>
<td>Interacting with colleagues in a polite and friendly manner; asking questions and actively listening to determine customer meal requests; interpreting verbal and written information on menu items, recipes and operational procedures; discussing operational and service difficulties with colleagues and supervisors.</td>
</tr>
<tr>
<td>TEAMWORK</td>
<td>Working as a kitchen team member, taking instructions from others and understanding own role in servicing the needs of the hospitality customer; supporting other team members to coordinate operational activities in the kitchen to ensure a positive dining experience for the hospitality customer.</td>
</tr>
<tr>
<td>PROBLEM SOLVING</td>
<td>Thinking about problems that relate to own role in kitchen operations; avoiding disastrous problems by planning own day-to-day operational activities; identifying and resolving routine operational problems using predetermined policies and procedures to solve operational problems in the kitchen.</td>
</tr>
<tr>
<td>INITIATIVE AND ENTERPRISE</td>
<td>Identifying and discussing with supervisors better ways to organise operational activities in the kitchen; seeking information on new technologies and suggesting their use to supervisors.</td>
</tr>
<tr>
<td>PLANNING AND ORGANISING</td>
<td>Collecting and organising menu, recipe and procedural information to efficiently participate in operational activities in the kitchen; planning both operational and daily activities to ensure a smooth workflow which delivers a positive dining experience to the hospitality customer.</td>
</tr>
<tr>
<td>SELF-MANAGEMENT</td>
<td>Following policies and procedures for legal compliance; taking responsibility for servicing the hospitality customer and knowing when to refer difficulties to supervisors; seeking feedback and guidance from supervisors on success in kitchen activities.</td>
</tr>
<tr>
<td>LEARNING</td>
<td>Participating in activities to learn new things about kitchen operations, new operational tasks and better ways of providing meal service; seeking and sharing information with colleagues on new recipes and menu items.</td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>Understanding the operating capability of kitchen tools and equipment and selecting and safely using them; selecting and using the right personal protective equipment to manage personal safety in the kitchen.</td>
</tr>
</tbody>
</table>

EMPLOYER ASSESSMENT REPORT

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

Attitude to the Job
- Enthusiastic
- Interested
- 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
- Not applicable to this position

Punctuality
- Always on time
- Satisfactory
- Unsatisfactory
- Not applicable to this position

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
- Not applicable to this position

Ability to work independently
- Shows initiative
- Ready to seek 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
- Not applicable to this position

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
- Not applicable to this position

HOSPITALITY (Kitchen Operations) INDUSTRY AUDIT

Please tick as appropriate:

Knowledge/Skills

Industry Knowledge

Follow enterprise WHS procedures

Skills:

- 
- 
- 

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

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.

At the end of work placement please comment on the skills this student has acquired or demonstrated.
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: 0243929399 or 0408272450