URRBRAE AGRICULTURAL HIGH SCHOOL

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**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year 10 Work Experience**

**Employability Skills Record**

**Work Placement Details**

Name of Organisation:

Address:

Telephone: Fax:

Description of job role:

Dates of Work Placement:

*Employers are asked to complete the following details about the student*

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * is punctual |  |  |  |  |  |
| * wears appropriate clothing for the workplace |  |  |  |  |  |
| * demonstrates appropriate manners |  |  |  |  |  |
| * demonstrates honesty and integrity |  |  |  |  |  |
| * works in a positive and cooperative manner |  |  |  |  |  |
| * works safely in the workplace |  |  |  |  |  |
| * completes tasks reliably |  |  |  |  |  |
| * has a positive attitude to the work |  |  |  |  |  |

**Assessment of Employability Skills**

**Employability skills** are the skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions.

**Communication**

Skills that contribute to productive and harmonious relations between employees and customers

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * communicates effectively |  |  |  |  |  |
| * can understand and respond to feedback |  |  |  |  |  |

**Teamwork**

Skills that contribute to productive working relationships and outcomes

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * works cooperatively with others |  |  |  |  |  |
| * works collaboratively with others |  |  |  |  |  |

**Problem solving**

Skills that contribute to productive outcomes

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * can identify problems |  |  |  |  |  |
| * explores solutions to problems |  |  |  |  |  |

**Initiative and enterprise**

Skills that contribute to innovative outcomes

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * has shown initiative where appropriate |  |  |  |  |  |
| * is able to work independently |  |  |  |  |  |
| * shows creativity in their work |  |  |  |  |  |

**Planning and organising**

Skills that contribute to long-term and short-term strategic planning

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * can identify what needs to be done |  |  |  |  |  |
| * plans tasks well |  |  |  |  |  |
| * uses resources effectively |  |  |  |  |  |

**Self management**

Skills that contribute to employee satisfaction and growth

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * manages time and prioritises tasks |  |  |  |  |  |
| * is able to perform tasks independently |  |  |  |  |  |

**Learning**

Skills that contribute to ongoing improvement and expansion in employee and operations of the organisation

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * learns new things quickly |  |  |  |  |  |
| * shows that they can learn by their mistakes |  |  |  |  |  |
| * shows improved skill development |  |  |  |  |  |

**Technology**

Skills that contribute to effective execution of tasks

Please tick the appropriate boxes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The student | Excellent | Good | Satisfactory | Not yet achieved | Not applicable |
| * can choose which technology to choose |  |  |  |  |  |
| * can use technology effectively & safely |  |  |  |  |  |

**General Comments**

**Please list the tasks and duties performed by the student in the work place.**

**Please make any appropriate comments about the student's general performance in the workplace.**

Supervisor's name:

Supervisor's signature: Date:

*Thank you for completing this report.  
Your feedback and response is greatly appreciated.*