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 yetachieved | Notapplicable |
| * 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 yetachieved | Notapplicable |
| * 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 yetachieved | Notapplicable |
| * 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 yetachieved | Notapplicable |
| * 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 yetachieved | Notapplicable |
| * 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 yetachieved | Notapplicable |
| * 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 yetachieved | Notapplicable |
| * 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 yetachieved | Notapplicable |
| * 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 yetachieved | Notapplicable |
| * 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.*