

Hallett Cove School

Gledsdale Rd
Hallett Cove SA 5158
Phone: (08) 8392 1020
Fax: (08) 8381 6713
Email: info@hcs.sa.edu.au

Student Work Placement and Employability Skills Record Book

Name:

Home Group:

Year:

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:

- communicates effectively
- can understand and respond to feedback
- can communicate in a variety of ways

Excellent	Good	Satisfactory	Not yet achieved	Not applicable

Team work

skills that contribute to productive working relationships and outcomes

Please tick the appropriate boxes

The student:

- works cooperatively with others
- works collaboratively with others
- seeks personal and/or team's feedback

Excellent	Good	Satisfactory	Not yet achieved	Not applicable

Problem-solving

skills that contribute to productive outcomes

Please tick the appropriate boxes

The student:

- can identify problems
- explores solutions to problems
- can take action to deal with problems

Excellent	Good	Satisfactory	Not yet achieved	Not applicable

Initiative and enterprise

skills that contribute to innovative outcomes

Please tick the appropriate boxes

The student:

- has shown initiative where appropriate
- is able to work independently
- shows creativity in their work

Excellent	Good	Satisfactory	Not yet achieved	Not applicable

Planning and organising

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

Please tick the appropriate boxes

The student:

- can identify what needs to be done
- plans tasks well
- uses resources effectively

Excellent	Good	Satisfactory	Not yet achieved	Not applicable

Self-management

skills that contribute to employee satisfaction and growth

Please tick the appropriate boxes

The student:

- manages time and prioritises tasks
- able to perform tasks independently
- shows signs of positive personal development

Excellent	Good	Satisfactory	Not yet achieved	Not applicable

Learning

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

Please tick the appropriate boxes

The student:

- learns new things quickly
- shows that they can learn by their mistakes
- shows improved skill development

Excellent	Good	Satisfactory	Not yet achieved	Not applicable

Technology

skills that contribute to effective execution of tasks

Please tick the appropriate boxes

The student:

- can choose which technology to use
- can use technology effectively
- can use technology safely

Excellent	Good	Satisfactory	Not yet achieved	Not applicable

General Comments

Please list the tasks and duties performed by the student, in the workplace.

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Please make some further comments about the student's general performance in the workplace.

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Supervisor's name and signature _____ Date: _____

Student comments related to this work placement.

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Student's signature _____ Date: _____

Parent/Caregiver comments related to this work placement.

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Parent/Caregiver's name and signature _____ Date: _____