

Work experience feedback – form

Work experience - procedures

To be completed by the host workplace on completion of a student's work experience placement

| Placement details | | | | | |
|-------------------------------------|-------------------|--------------------|--------------------|----------------------|--|
| Name | | School | | Start date | |
| Host workplace | | Year Level | | End date | |
| Type of work the student undertook: | | | | | |
| | Needs improvement | Meets expectations | Above expectations | Exceeds expectations | Additional comments – provide details on areas for improvement or areas that the student excelled |
| Attendance and punctuality | | | | | Example: student arrived to work on time, but still had to put on boots and fill water bottle. This should be done prior to start time. |
| Appearance and dress | | | | | Example: student always wore appropriate PPE but could have presented better by tidying up their hair. |
| Attitude towards work | | | | | Example: student could improve by showing more confidence in their abilities. |
| Willingness to seek help | | | | | Example: student was hesitant to disturb the tradesmen when they were busy. Student should be more confident to speak up. |
| Communication with others | | | | | Example: student called in sick via text, 1 hour after start time. We require our workers to call 30 minutes prior to expected start time. |

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|---|--|--|--|-------------|--|
| Ability to follow instructions | | | | | Example: student often needed further clarification, we were pleased that they did this when they were unsure. |
| Ability to work independently | | | | | Example: student worked well independently and always sought help when needed. |
| Ability to work in a team | | | | | Example: student had an issue with a team member but it was not the student's fault. Student followed correct process and reported it. |
| Follows WHS procedures | | | | | Example: student needed to be reminded a couple times that they must wear safety glasses in the work shop. |
| Suitability to this industry | | | | | Example: student showed a lot of passion in their work and will do well in this industry if they keep it up. |
| Was feedback provided to the student to assist with further development? | | | | | Yes/No |
| Any additional comments: | | | | | |
| Supervisor name | | | | | |
| Supervisor signature | | | | Date | |

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