

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	