

Workplace Supervisor's Report and Work Placement Monitoring Report

This report combines the Workplace Monitoring Report, St Patrick's Technical College Feedback Form and the Workplace Practices Supervisor's Report. The staff member completing this form records the supervisor's feedback during the monitoring visit or phone call, as a general report on the student's time in the workplace. The person completing this report **must follow up any concerns with safety and/or supervision.**

Section A

Student's name _____ VET Course _____

Student's school **St Patrick's Technical College** Name of contact person **Ms Makara**

Address of school **2-6 Hooke Road Edinburgh North SA 5113**

School telephone **8209 3700** School email **info@stpatstech.sa.edu.au**

Section B

Name of person completing this report
 (School representative visiting or telephoning the student) _____

Organisation **St Patrick's Technical College** Role _____

Dates of the student's learning in the workplace _____

Work Placement Provider Location
 (Business Name and address) _____

Work Placement Provider Name _____ Telephone _____

Tasks performed by the student _____

For school use only			
MONITORING (tick one)		DATE OF VISIT/CALL	TIME OF VISIT/CALL
<input type="checkbox"/> VISIT	<input type="checkbox"/> PHONE CALL		
Monitoring and Safety Check Questions (to ask the supervisor):			Comments/ Actions
Has the student been inducted to the site?		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA	
Has the student been appropriately trained in the correct use of machinery and equipment?		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA	
Is the student wearing PPE as required?		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA	
Is the student being exposed to hazards e.g. working at heights, with unguarded machinery, with hazardous chemicals, etc		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA	
Is the student acting appropriately for the workplace activities being undertaken?		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA	
Is the student following instructions in regard to safety?		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA	
Questions to ask the student:			
Does the student believe they are suitably supervised?		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA	
Does the student have any safety concerns? If so, what are they?		<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> NA	
Workplace Suitability – Based on the workplace visit/phone call, the following assessment was made:			
The supervisor and staff followed a duty of care for the student.			<input type="checkbox"/> Yes <input type="checkbox"/> No*
The workplace was considered to be safe and followed WHS requirements			<input type="checkbox"/> Yes <input type="checkbox"/> No*
The work provided was appropriate for the student in regard to quality, quantity and meeting outcomes.			<input type="checkbox"/> Yes <input type="checkbox"/> No*
* Any problems or concerns MUST be noted by the school representative in the comments sections above and below.			

Comments:

Tick the appropriate boxes as a general report on the student's time in the workplace.

This student:		always	usually	sometimes	rarely	never	not applicable to this workplace	For school use only
SAFETY	<ul style="list-style-type: none"> understood safety aspects relevant to this workplace 							KU2
PRESENTATION	<ul style="list-style-type: none"> was appropriately dressed for work in this industry 							KU1
ATTITUDE AND INITIATIVE	<ul style="list-style-type: none"> was eager to learn and participate 							A1
	<ul style="list-style-type: none"> asked questions relevant to the workplace or task 							KU1
	<ul style="list-style-type: none"> made appropriate suggestions relevant to the workplace or task 							KU2
	<ul style="list-style-type: none"> initiated appropriate discussion about work in this industry and this workplace 							KU2
	<ul style="list-style-type: none"> showed interest in working in this industry in the future 							KU1
	<ul style="list-style-type: none"> was sensitive to the needs of this workplace 							KU2
PUNCTUALITY AND TIME MANAGEMENT	<ul style="list-style-type: none"> arrived on time for the start of the working day, and returned to work on time after breaks 							A1
	<ul style="list-style-type: none"> displayed good time management in carrying out tasks 							A2
COMMUNICATION	<ul style="list-style-type: none"> understood the need to relate well to other workers, customers, and clients in this industry 							KU1
TEAMWORK	<ul style="list-style-type: none"> worked effectively on group tasks 							A1
INDEPENDENCE	<ul style="list-style-type: none"> worked effectively on individual tasks 							A1
RESPONSIBILITY	<ul style="list-style-type: none"> followed directions as instructed 							A1
WORK SKILLS	<ul style="list-style-type: none"> effectively applied relevant work skills required for this industry 							A2
RELIABILITY	<ul style="list-style-type: none"> could be relied on to carry out specific tasks as required 							A2

General comments on the student's performance in the workplace _____

Signature of person completing this report _____

Name _____

On behalf of Workplace Provider (Name) _____

Date _____